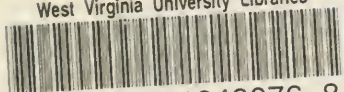


# West Virginia University

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## Student Foundation

### *Students Build Great Universities*

The West Virginia University Student Foundation is a student organization dedicated to enriching educational opportunity for all WVU students. By sponsoring a variety of unique and dynamic projects the Student Foundation works to enhance the learning experience.

For example, the Student Foundation sponsors an annual Spring Honors Dinner for students who achieve academic and extracurricular excellence at WVU. In addition, the Student Foundation invites West Virginia's Merit Scholars to Morgantown each fall and serves as host in conjunction with WVU and the WVU Foundation, Inc. The Student Foundation also annually sponsors Mountaineer Week, a week-long festival which recognizes West Virginia's history, culture, and tradition.

Student Foundation projects are coordinated by a 21-member Board of Managers composed of 14 students selected in the spring of each year, 2 ex-officio student members, and 5 alumni advisers.

**GET INVOLVED!** The Student Foundation needs you... it needs your ideas on how to improve the WVU educational experience... it needs to know your problems... and if you don't have solutions, the Student Foundation will try to find them.

Together, Student Foundation and you can build a great university. Visit us at 617 Spruce St., or call us at 296-8251.

West Virginia University

STUDENT  
HANDBOOK

1980-81



# WVU Facts

---

**Date Established:** 1867.

**Type of Institution:** Comprehensive state and land-grant university, established under Morrill Act of 1862.

**Major Functions:** Teaching, research, and off-campus education.

**Accreditation:** Member of North Central Association of Colleges and Schools. WVU educational programs are accredited by the North Central Association and by appropriate accreditation agencies for professional programs.

**Major Divisions:** College of Agriculture and Forestry, College of Arts and Sciences, College of Business and Economics, Creative Arts Center, School of Dentistry, College of Engineering, Center for Extension and Continuing Education, Graduate School, College of Human Resources and Education, Perley Isaac Reed School of Journalism, College of Law, School of Medicine, Division of Military Science (ROTC) and Division of Air Force Aerospace Studies (ROTC), College of Mineral and Energy Resources, School of Nursing, School of Pharmacy, School of Physical Education, and School of Social Work.

**Branches:** Potomac State College at Keyser; Charleston Division of the WVU Medical Center; Wheeling Division of the School of Medicine; off-campus graduate centers at Jackson's Mill, Potomac State College, Parkersburg Community College, Shepherd College at Shepherdstown, and West Liberty State College at West Liberty. WVU has six area offices and extension offices in all fifty-five counties. The University operates the State 4-H camp at Jackson's Mill.

**Degrees Offered:** Bachelor, master, doctorate, and professional; 170 degree programs.

**President:** Gene A. Budig.

**Plant:** Morgantown campuses, 89 buildings on 799 acres valued at \$306 million; experiment farms and forests totaling 13,700 acres throughout the state.

**Operating Budget:** \$186 million a year.

**Libraries:** 930,650 books and 750,940 microforms and microfilms. About 30,000 volumes are added each year. More than 7,000 periodical titles are received.

**Enrollment:** Statewide total of 21,289.

**Alumni:** 76,591.

**WVU Nickname:** Mountaineers.

**Colors:** Old gold and blue.

**Traditions:** Homecoming Weekend, Freshman Orientation, Link Day (when honor society members are initiated), and the Pitt-WVU rivalry (the University of Pittsburgh is WVU's traditional football foe).



# Contents

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<b>WVU FACTS</b> .....	2
<b>WEST VIRGINIA BOARD OF REGENTS</b> .....	6
<b>WEST VIRGINIA UNIVERSITY ADVISORY BOARD</b> .....	6
<b>WHERE/WHO TO CALL FOR ANSWERS</b> .....	7
<b>EMERGENCY NUMBERS</b> .....	9
<b>UNIVERSITY CALENDAR, 1980-81</b> .....	11
<b>THIS IS WEST VIRGINIA UNIVERSITY</b> .....	13
<b>STUDENT FEES</b> .....	15
<b>STUDENT SERVICES</b> .....	17
Recreation .....	17
Mountainlair .....	17
Recreation-Intramural Sports .....	17
Facilities .....	17
Equipment .....	17
Hours .....	17
Outdoor Recreation Center .....	18
Photography Laboratory .....	18
Craft Shop .....	18
Financial Aid .....	18
Job Opportunities .....	19
Residence Halls Programs .....	20
Housing .....	20
Health Service .....	21
Health Service Hours .....	21
Speech and Hearing Clinic .....	21
Counseling Service .....	22
Career Services Center .....	22
Black Student Affairs Office .....	22
Foreign Student Office .....	23
<b>OTHER SERVICES AND FACILITIES</b> .....	25
Library .....	25
Book Stores .....	25
Check Cashing .....	25
Academic Advising Center .....	26
Writing Laboratory .....	26
Reading Laboratory .....	27
Mathematics Study Center .....	27
Copy Centers .....	27

# Contents

- Identification Card ..... 27
  - Spouse Activities Card ..... 28
  - Spouse Identification Card ..... 28
- Intercollegiate Athletics ..... 28
- Postal Service ..... 29
- Telephone System ..... 29
- Security ..... 29
  - How You Can Help ..... 30
  - Precautions You Should Take ..... 31
- Study Abroad..... 31
- STUDENT ADMINISTRATION ..... 33**
  - Executive Branch ..... 33
  - Board of Directors ..... 35
  - Attorney for Students ..... 35
  - Committees ..... 35
    - Events Division ..... 37
    - Executive Division ..... 37
    - Information Concerning Student Administration ..... 37
    - University-Wide Committees With Student Representation .... 38
- STUDENT ORGANIZATIONS ..... 39**
  - Requirements and General Information
    - For Recognized Student Organizations..... 39
  - WVU Calendars of Events ..... 41
    - Ticket Information ..... 41
  - Student Organization Services..... 41
  - Recognized Student Organizations ..... 42
- PUBLICATIONS ..... 49**
  - Daily Athenaeum ..... 49
  - Monticola ..... 49
  - Reflections ..... 49
- QUESTIONS, SUGGESTIONS, AND GRIEVANCES..... 50**
  - Academic Matters..... 50
  - Other Matters..... 51
  - Further Appeals ..... 51
  - Academic Due Process..... 51
- LAWS, POLICIES, AND UNIVERSITY REGULATIONS ..... 53**
  - Alcoholic Beverages ..... 53
  - Auto Laws..... 53
  - Banners, Posters, and Stickers ..... 53

# Contents

Behavior at Sports Events .....	54
Bomb Threats .....	54
Cheating .....	54
Concessions.....	54
Days of Special Concern .....	54
Destruction of University Property .....	55
Disorderly Conduct .....	55
Dogs, Other Pets .....	55
Drugs .....	55
Firearms .....	55
Fire Equipment .....	55
Gambling .....	55
Hazing .....	55
Lost and Found .....	56
Discovery and Recovery Procedures .....	56
Open Forum.....	56
Parking, Traffic Regulations .....	56
Towing Review Committee .....	57
Bicycles .....	57
Passports .....	57
Records .....	58
Representing the University .....	58
Residence Halls Rules and Regulations .....	58
Smoking .....	58
Speaker Policy .....	58
Illegal Use of Telephones .....	58
Use of University Facilities .....	59
Voter Registration .....	59
<b>DISCIPLINARY PROCEDURES AND DUE PROCESS .....</b>	<b>59</b>
<b>APPENDIX .....</b>	<b>61</b>
Appendix A—Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct In West Virginia State Universities and Colleges .....	61
Appendix B—West Virginia University Policy on the Family Educational Rights and Privacy Act .....	70
Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information.....	72
Appendix C—Residence Halls .....	73
Appendix D—Cheating .....	79

## West Virginia Board of Regents

950 Kanawha Boulevard, East

Charleston, WV 25301

Earle T. Andrews, Berkeley Springs

Forrest L. Blair, Walker

Andrew L. Clark, Princeton

Sue Seibert Farnsworth, Wheeling

Paul J. Gilmer, Charleston

Edward H. Greene, Huntington

Russell L. Isaacs, Charleston

Albert M. Morgan, Morgantown

John W. Saunders, Beckley

Francis K. Aldred, ex officio, Huntington

James M. Scott, ex officio, Fairmont

Roy Truby, ex officio, Charleston

## West Virginia University Advisory Board

Office of the President

Morgantown, WV 26506

Charles C. Wise, Jr., *Chairman*, Charleston

J. Reginald Dietz, Weirton

James H. Harless, Gilbert

Robert E. Maxwell, Elkins

Richard A. Raese, Morgantown

Hazel L. Ruby, Morgantown

Fred R. Toothman, Huntington

Harold J. Shamberger, *Secretary*

Gene A. Budig, *President*

*West Virginia University is an Equal Opportunity-Affirmative Action institution. In compliance with Federal Executive Order No. 11246 as amended, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.*

*The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.*

—Office of the President



# Where/Who to Call for Answers

If you have a question about West Virginia University, check this listing for the office which can best assist you.

QUESTION	TELEPHONE
Academic Advising Center— <i>Student Services Center</i> .....	293-4803
Admission to WVU— <i>Admissions and Records</i> .....	293-2121
Agriculture and Forestry— <i>Dale W. Zinn</i> .....	293-2395
Air Force ROTC— <i>Col. Harry P. Snoreck</i> .....	293-5421
Ambulance Service.....	296-4494/599-5380
Arts and Sciences— <i>William E. Collins</i> .....	293-4612
Athletic Policies— <i>Richard D. Martin</i> .....	293-5621
Publicity— <i>Mike Parsons</i> .....	293-2821
Tickets— <i>Debra A. Coles</i> .....	293-3541
Black Student Affairs— <i>Geraldine C. Belmear</i> .....	293-4404
Book Stores— <i>Jack Porter</i> .....	293-2711
Business and Economics— <i>Jack T. Turner</i> .....	293-4092
Career Services Center .....	293-2221
Center for Extension and Continuing Education— <i>Ronald L. Stump</i> .....	293-5691
Commencement Activities— <i>Robert D. Slonneger</i> .....	293-3111
Controller— <i>Ben J. Tuchi</i> .....	293-4001
Copy Center—( <i>Communications Building</i> ) .....	293-6366
Counseling Service— <i>James F. Carruth</i> .....	293-4431
Creative Arts Center— <i>Gilbert Trythall</i> .....	293-293-4841
Daily Athenaeum— <i>Newsroom</i> .....	293-5092
Dentistry— <i>W. Robert Biddington</i> .....	293-2521
Employment (student) .....	<i>Personnel</i> —293-3405; <i>Work Study</i> —293-4401
<i>Part-Time Job Service</i> (Career Services Center) .....	293-2221
Engineering .....	293-4821
Financial Aid— <i>Neil E. Bolyard</i> .....	293-5242
(Medical Center)— <i>Kenneth R. Sears</i> .....	293-3706
Basic Grants, Guaranteed Student Loans— <i>Kenneth Slater</i> .....	293-5241
Veterans, Scholarships, & Loans (enrolled students) .....	293-3331
WVU Achievement Scholarships, Performance Grants, W. Va. Grants— <i>Dawna Martin</i> .....	293-5241
Work-Study— <i>John Patteson</i> .....	293-4401
Student Loans (collection and exit interviews)— <i>William Watson</i> .....	293-3310
Foreign Students— <i>Barbara R. Alvis</i> .....	293-2981
Fraternities (information) .....	293-5813
Graduate School— <i>Stanley Wearden</i> .....	293-293-4920 293-5495
Health Service (student)— <i>University Hospital</i> .....	293-2311
Housing— <i>Jean Benson</i> .....	293-3621

**QUESTION****TELEPHONE**

Human Resources and Education— <i>William G. Monahan</i> .....	293-5703
ID Cards— <i>Student Educational Services</i> .....	293-4406
Information— <i>Mountainlair</i> .....	293-3701
International Programs— <i>Rodger D. Yeager</i> .....	293-2041/2
Intramural Sports	
Men— <i>Peter Shepherd</i> .....	293-5221
Women— <i>Jill Nau</i> .....	293-5221
Job Opportunities	
Personnel Office .....	293-3405
Career Services Center (part-time job service) .....	293-2221
Journalism— <i>Guy H. Stewart</i> .....	293-3505
Law— <i>E. Gordon Gee</i> .....	293-5306
Library Services— <i>Robert F. Munn</i> .....	293-4040/293-5040
Lost/Found— <i>Building where lost or WVU Security</i> .....	293-3136/293-3940
Medical Service— <i>Student Health Service</i> .....	293-2311
Medicine— <i>John E. Jones</i> .....	293-4511/2
Military Science (ROTC)— <i>Lt. Col. Jacquelin J. Kelly</i> .....	293-2911/2
Mineral and Energy Resources— <i>Joseph W. Leonard</i> .....	293-5695
Mountainlair	
General Information .....	293-3701
General Policies .....	293-2702
Program Office— <i>Moore Hall</i> .....	293-4406
Recreation Center .....	293-2203
Student Graphics .....	293-2702
Natatorium .....	293-2289/293-2292
News Service— <i>Robert P. Fullerton</i> .....	293-6366
Nursing— <i>Lorita D. Jenab</i> .....	293-4831/293-2650
Ombudsman— <i>Stacy L. Groscup</i> .....	293-3097/293-4536/292-8683
Orientation (new students)— <i>Herman L. Moses</i> .....	293-5611
Parking (general policies)— <i>Eugene F. Powell</i> .....	293-5502
Peer Advising Center .....	293-4010
Personal Rapid Transit (PRT)— <i>Robert J. Bates</i> .....	293-5011
Pharmacy— <i>Louis A. Luzzi</i> .....	293-5211/293-5101
Physical Education— <i>J. William Douglas</i> .....	293-3823
Post Office (WVU)— <i>Shirley M. Butterworth</i> .....	293-4050
Publicity— <i>Robert Fullerton</i> .....	293-6366
Records— <i>Admissions and Records</i> .....	293-2121
Recreation— <i>David H. Taylor</i> .....	293-5221
Registration— <i>Admissions and Records</i> .....	293-2121
Residence Halls Policies and Programs— <i>Betty Boyd</i> ....	293-5503/293-5611

## QUESTION

## TELEPHONE

### Residence Halls Information

Arnold Hall .....	293-2840
Boreman Hall .....	293-5657/293-2010
Dadisman Hall .....	293-4601
Stalnaker Hall .....	293-2520
Towers .....	293-2814

Social Work— <i>Irving B. Tebor</i> .....	293-3501
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Sororities (information) .....	293-4397
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Student Administration— <i>Mountainlair</i> .....	293-3004/293-4403
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Student Administration Attorney— <i>Mountainlair</i> .....	293-4897
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Student Affairs— <i>George D. Taylor</i> .....	293-5811
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Student Educational Services .....	293-5811
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Student Health Service— <i>University Hospital</i> (hours, insurance, policies) .....	293-2311
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Student Organizations— <i>Mountainlair</i> .....	293-4397
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Student Publications— <i>John Luchok</i> .....	293-6366
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Student Volunteer Programs— <i>Virgil A. Peterson</i> .....	293-5323
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Study Abroad— <i>Rodger D. Yeager</i> .....	293-2041/2
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Telecommunications (telephones)— <i>Okey Cogar</i> .....	293-3531
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### Tickets

Athletic Events— <i>Debra A. Coles</i> .....	293-3541
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Cultural Events, Pop Concerts, Film Series, Plays .....	293-3919/293-4406
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University Theatre .....	293-3020
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Tour Guide (WVU)— <i>Mountainlair</i> .....	293-3702
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Transcript Requests— <i>Admissions and Records</i> .....	293-2121
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Transportation (inter-campus)— <i>Eugene F. Powell</i> .....	293-5502
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Veterans Counselor— <i>Joe Summers</i> .....	293-3331
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Vice-President for Student Affairs— <i>George D. Taylor</i> .....	293-5811
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Work-Study Program— <i>John Patteson</i> .....	293-4401
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*Published by Student Educational Services*

*Edited by Stanley J. Nels,*

*Associate University Editor*

## EMERGENCY NUMBERS

Ambulance Service .....	296-4494 or 599-5380
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Health Service .....	293-2311
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University Security Officers .....	293-3136
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West Virginia State Police .....	599-1101
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Morgantown City Police .....	291-7444
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Morgantown Fire Department .....	291-7474
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or University Operator (293-4343)



# University Calendar

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## First Semester, 1980-81

August 21, 22, Thursday and Friday .....	Freshman Orientation
August 22, Friday .....	Registration
August 25, Monday .....	First Classes
September 1, Monday .....	Labor Day Recess
September 11, Thursday .....	Rosh Hashanah—Day of Special Concern
September 20, Saturday .....	Yom Kippur—Day of Special Concern
October 10, Friday .....	Mid-Semester
October 10, Friday .....	Mid-Semester Reports Due
October 14, Tuesday .....	Faculty Assembly Meeting
November 22, Saturday,	
to November 30, Sunday, incl. ....	Thanksgiving Recess
December 12, Friday .....	Last Classes
December 15, Monday,	
to December 20, Saturday, incl. ....	Final Examinations
December 21, Sunday,	
to January 11, Sunday, incl. ....	Christmas Recess

## Second Semester, 1980-81

January 9, Friday .....	Registration
January 12, Monday .....	First Classes
January 15, Saturday .....	Martin Luther King's Birthday— Day of Special Concern
February 7, Saturday (not a holiday) .....	West Virginia University Day
February 16, Monday .....	Washington's Birthday Recess
February 27, Friday .....	Mid-Semester
February 27, Friday .....	Mid-Semester Reports Due
April 7, Tuesday .....	Faculty Assembly Meeting
April 11, Saturday, to April 20, Monday, incl. ....	Spring Recess
April 20, Monday .....	Easter Recess
May 1, Friday .....	Last Classes
May 4, Monday, to May 9, Saturday, incl. ....	Final Examinations
May 11, Monday .....	Grade Reports for All Graduates Due in Dean's Office
May 12, Tuesday .....	Dean's Reports of Graduates Due in Office of Admissions and Records
May 16, Saturday .....	Alumni Day
May 17, Sunday .....	Commencement

*The academic year is divided into two semesters of approximately seventeen weeks each and summer sessions.*





*University Library*

# This Is West Virginia University

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Although more than 18,000 students enroll annually on the Morgantown campuses, West Virginia University has maintained a friendly, informal atmosphere while growing into a university with all the advantages that academic diversification can offer.

Learning at WVU first means learning your way around. Most undergraduates quickly become familiar with WVU's *Downtown Campus*, the center for academic work in the arts and sciences, business and economics, journalism, and mineral and energy resources. The Downtown Campus is the center of extracurricular and social activities. Landmarks include Mountainlair, the student union; the Library; colonial Moore Hall; and Woodburn Circle—the ring of oldest WVU buildings. The mast of the battleship *U.S.S. West Virginia* on Memorial Plaza dominates the scene as students move from class to class. About 1,660 undergraduates are housed in University residence halls on the Downtown Campus.

The computer-directed Personal Rapid Transit System (PRT) connects the Downtown Campus with WVU's other Morgantown campus, Evansdale, including the Medical Center. *Evansdale Campus*, the site of most of WVU's expansion, offers the specialized disciplines: creative arts, engineering, law, forestry, agriculture, human resources and education, and social work. The Creative Arts Center houses art, music, and theatre, and across the highway physical education students and athletes use the Coliseum, the Natatorium, and surrounding facilities. The Towers Residence Halls house 1,906 students. The *Medical Center* is the sprawling home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and the basic medical sciences. University Hospital, a logical extension of the health sciences classrooms, is a statewide referral center for diagnostic and treatment services. On a knoll overlooking the Medical Center is the Law Center.

The University administers an off-campus educational program that touches the lives of thousands. The staff of the WVU Center for Extension and Continuing Education works in all of West Virginia's 55 counties—helping low-income families improve their diets, expanding educational opportunities, and developing community advancement programs. Other units of the Extension Center work with farmers and labor unions; educate firemen and teachers, and investigate economic development problems.

For research and teaching purposes, WVU operates 13,700 acres of experimental farms and forests throughout the state and a geology camp in Greenbrier County. The University also administers two-year Potomac State College at Keyser. Other branches include the Charleston Division of the WVU Medical Center, the Wheeling Division of the School of Medicine, and five off-campus graduate centers.

WVU offers its students a variety of off-campus learning experiences—working in state mental hospitals and with social welfare agencies; serving as interns in state government; touring the region with the Puppet Mobile or with performing musical groups; overseas courses in foreign languages, the humanities, and social work; seaside biology and geology courses at Wallops Island, Va., through the Marine Science Consortium, and geology classes at the Florida Keys; a U.S. tour in agriculture; and a program in Renaissance and eighteenth century studies at the Folger Shakespeare Library, Washington, D.C.

Innovative courses and programs have been developed at a rapid rate in recent years including a teaching method called guided design in freshman engineering, chemical engineering, wildlife management, rehabilitation counseling, the history of theatre, and in an interdisciplinary course on the nature of evidence.

According to American College Testing Program (ACT), WVU students rank above average in potential among all college students. The University has sent 19 Rhodes Scholars to Oxford University. WVU ranks among the top 7 percent of the nation's colleges and universities in the number of Merit Scholars enrolled. In 1973, a team of students from the College of Law won the Philip C. Jessup International Law Moot Court Competition. In 1974, four senior landscape-architecture students from the College of Agriculture and Forestry won first place in a national student design competition sponsored by the American Institute of Landscape Architects. Journalism students won first place nationally in the 1976 case competition sponsored by the Public Relations Student Society of America.

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents. The board consists of nine members, appointed by the Governor with advice and consent of the State Senate, and three ex officio members, including a faculty member chosen by the Regents' Advisory Council of Faculty and a student named by the Regents' Advisory Council of Students—both of whom vote—and the State Superintendent of Schools.

The President, appointed by the Board of Regents, is the chief executive officer of the University, as well as its principal academic officer—a role which his position as presiding officer of the University Senate symbolizes.

The faculty participates in decision making through the University Senate, which is comprised mainly of professors elected by their faculty constituencies. For non-teaching employees, there is the Staff Council, which consists of twelve members elected by their fellow employees in six occupational groups, and Local 814, Laborer's International Union of North America, AFL-CIO, which represents many employees.

Students are widely involved in the decision-making process at WVU with students serving on 25 University-wide committees, including University Senate committees. Students elect their own student government that communicates student views to the University community. Student Administration and other student organizations have initiated major reforms such as abolishing residence hall hours for women and a limited pass-fail grading system.

# Student Fees *(Subject to change without notice.)*

## Undergraduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 40.00 Tuition .....	\$205 00
50.00 Registration .....	250.00
35.00 Higher Education Resources Fee .....	180.00
20.00 Athletics .....	20.00
20.00 Inter-Campus Transportation System .....	20.00
2.50 Daily Athenaeum .....	2.50
2.50 Radio Station .....	2.50
36.00 Health, Counseling, and Program Services .....	36.00
20.00 Mountainlair Construction .....	20.00
15.00 Student Educational Services .....	15.00
<u>\$241.00</u>	<u>\$751.00</u>

## Professional and Graduate

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 55.00 Tuition .....	\$230.00
50.00 Registration* .....	250.00
35.00 Higher Education Resources Fee** .....	180.00
20.00 Athletics .....	20.00
20.00 Inter-Campus Transportation System .....	20.00
2.50 Daily Athenaeum .....	2.50
2.50 Radio Station .....	2.50
36.00 Health, Counseling, and Program Services .....	36.00
20.00 Mountainlair Construction .....	\$20.00
15.00 Student Educational Services .....	15.00
<u>\$256.00</u>	<u>\$776.00</u>

## Dentistry and Medicine

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$117.00 Tuition .....	\$335 00
50.00 Registration* .....	250 00
20.00 Athletics .....	20 00
20.00 Inter-Campus Transportation System .....	20 00
2.50 Daily Athenaeum .....	2 50
2.50 Radio Station .....	2 50
36.00 Health, Counseling, and Program Services .....	36 00
20.00 Mountainlair Construction .....	20 00
15.00 Student Educational Services .....	15 00
<u>\$283.00</u>	<u>\$701 00</u>

\*Tuition and fees for all but Medical Center students and all registration fees are used to retire bond issues that financed construction of University buildings. Funds in excess of this amount are used by the West Virginia Board of Regents. Tuition fees paid by Medical Center students are used for Medical Center operations.

\*\*Not applicable to students enrolled in dental hygiene, dentistry, medical technology, medicine, nursing, and physical therapy. Those students pay appropriate laboratory fees.







# Student Services

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## Recreation

### Mountainlair

293-3701

Mountainlair, the student union, is on the Downtown Campus. Its facilities include lounges, an art gallery, browsing library, listening rooms, ballrooms, a theatre, snack bar/cafeteria complex, a dining room, tavern, pastry shop, conference/meeting rooms, and Student Administration offices.

Other services include check cashing, notary public, sundries sales shop, and a games area featuring bowling (open and league play), billiards, table tennis, card and table games, and pro shop services.

Mountainlair serves as the campus information center, telephone 293-3701.

### Recreation-Intramural Sports

293-5221

This program is primarily concerned with stimulating and maintaining interest, coordinating and providing services in such program areas as intramural sports, sport clubs, unstructured activity, outdoor recreation center, craft shop, and photography lab. These programs are geared to develop an appreciation for the meaningfulness and importance of use of leisure time. For more information, visit the Recreation-Intramural Office at Stansbury Hall, or telephone 293-5221.

### Facilities

The following recreational facilities are provided for students, faculty, and staff:

*Coliseum (indoor)*—4-wall racquetball courts (8), squash courts (2), basketball, jogging, weightlifting, golf cages, volleyball, and badminton

*Coliseum (outdoor)*—Tennis courts (10 with lights), playing fields, archery targets, and all-weather track.

*Mountaineer Field*—Jogging, softball, frisbee, and flag football

*Mountainlair*—Bowling, billiards, table tennis, chess, checkers, bridge, and pinball machines.

*Natatorium*—Swimming and diving.

*Stansbury Hall*—Basketball, volleyball, badminton, golf cages, gymnastics, and outdoor tennis courts (4).

*Towers*—Tennis courts (4), outdoor basketball courts, play field, and craft shop.

*Van Voorhis Field*—Softball, football, and jogging.

### Hours

Your WVU ID card must be presented for admission to recreational facilities

*Coliseum*—For weekday hours contact 293-5221 Saturday 10:00 a.m.-4:30 p.m.; Sunday 12:00 noon-6:30 p.m.

*Racquetball and Squash Courts*—4:00 p.m.-10:00 p.m., Monday-Friday 10:00 a.m.-4:00 p.m., Saturday, 12:00 noon-6:00 p.m., Sunday

*Coliseum Weight Room*—5:00 p.m.-9:00 p.m. Monday-Friday; 1:00 p.m.-4:00 p.m., Saturday and Sunday.

*Coliseum Tennis Courts*—(By reservation) 6:00 p.m.-midnight, Monday-Friday; 8:00 a.m.-midnight, Saturday and Sunday.

*Natatorium*—7:00 p.m.-9:30 p.m., Tuesday, Thursday, Friday; 4:00 p.m.-8:00 p.m., Saturday and Sunday.

*Outdoor Facilities*—Open daily, daylight to dark.

*Stansbury Hall*—For weekday hours, contact 293-5221; 10:00 a.m.-5:00 p.m., Saturday; 12:00 noon-7:00 p.m., Sunday.

## Outdoor Recreation Center

293-2203

The Outdoor Recreation Center in the basement of the Mountainlair offers a complete line of camping, hiking, backpacking, and skiing equipment for rental to students. Hours: Monday-Thursday, 9:00 a.m.-7:00 p.m.; Friday, 9:00 a.m.-5:00 p.m.; Saturday and Sunday 9:00 a.m.-1:00 p.m.

Visit the center, or call 293-2203 for additional information.

## Photography Laboratory

The Photography Laboratory is on the second floor of Mountainlair. Chemicals and equipment for developing pictures are available. Hours: Monday-Thursday, 3:00 p.m.-10:00 p.m.; Friday-Sunday, 2:00 p.m.-8:00 p.m.

## Craft Shop

293-3614

Every WVU student can relax, learn craft skills, make gifts, and enjoy the cheerful unstructured studio atmosphere at the Craft Shop. You can attend at your own convenience, buy materials at cost, and get free, friendly help with techniques and designs. Crafts include leatherwork, molded ceramics, candlecraft, handbuilt and wheel-thrown pottery, batik, and jewelry making.

The Craft Shop is in the basement of Towers III. Hours: Monday-Thursday, 12:00 noon-10:00 p.m.; Friday, 6:00 p.m.-9:00 p.m.; Sunday, 1:00 p.m.-9:00 p.m.

## Financial Aid

Mountainlair—293-3331

Medical Center—293-3706

Financial aid consists primarily of scholarships or grants (gift aid with no formal commitment for services or repayment during or following school), loans, and employment (work-study program). Certain units of the University also have a limited number of specialized awards for promising students. All students are eligible to apply for financial aid. Applications are reviewed to determine need and academic merit or potential.

If you want to apply for financial aid, contact one of the Financial Aid offices (Second Floor, Mountainlair, or 3018 Basic Sciences Building, Medical Center.) The financial aid offices coordinate undergraduate grant programs and scholarships, loans, and work-study employment for all students.

Undergraduate students applying for need-based aid (*examples*, Supplemental Educational Opportunity Grant, National Direct Student Loan,

and Work-Study) must apply for the Basic Grants and State Grants each year. The Financial Aid Office will assume Basic Grant and/or State Grant assistance when processing institutional applications for aid when appropriate to do so. Applications for enrolled students are available January 1 for the following summer and academic year. (Priority date for filing is February 1.) The deadline for filing is March 1. Students applying for summer aid are encouraged to complete their applications during January. These dates apply to students applying initially, as well as those requesting renewal of their aid. Applications are accepted after the deadline.

For information on assistantships or fellowships, graduate students should also contact the dean of the college or school in which they intend to do their academic work.

Veterans of the Armed Forces, survivors of deceased veterans, and dependents of total and permanent, service connected, disabled veterans may obtain VA program information from the Veterans Coordinator, who is located in the Financial Aid Office, Mountainlair. A toll-free line from most West Virginia counties to the Huntington VA Regional Office is also available for direct inquiry or response to the Veterans Administration, (1-800-642-3520).

Detailed information describing programs, application procedures, student rights and responsibilities, and other aspects of student financial aid is available in a variety of publications available in the financial aid offices. Individuals responsible for specific aid programs and their phone numbers are identified under "Where/Who to Call for Answers."

*No student should initiate withdrawal from WVU for financial reasons without first having contacted the Financial Aid Office to determine eligibility for aid and the availability of funds.*

All students receiving financial aid must contact the Financial Aid Office before withdrawal from WVU. Several programs require a specific number of credit hours to maintain eligibility. It is advisable to contact the Financial Aid Office before reducing the credit-hour load undertaken at the beginning of any enrollment period.

Students failing to make academic progress towards their degree will be denied aid for subsequent enrollment periods until minimum requirements are fulfilled. Details on academic progress are available in the Financial Aid offices.

## Job Opportunities

293-2221

An expanded Part-Time Job Service is operated by the WVU Career Services Center. Its purpose is to place WVU students in local part-time or temporary jobs in the Morgantown area.

While the program is primarily a referral service, it also is interested in the career plans of the student. Attempts are made to match the student with a part-time job related to his or her career plans and personal interests. If you have a special talent or skill, perhaps you can be matched with a job that will utilize it.

If you wish to participate in this program, stop by the Career Services Center and talk with one of the staff. You will have a brief interview and fill out a

Student Information Form. When a job becomes available you will be contacted for an interview with the employer of that particular job opening.

The office is in the Career Services Center Reading Room. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., (telephone 293-2221).

You may also learn about campus student job opportunities by contacting the Office of Personnel in Knapp Hall, (293-3405). Foreign student employment must be in accordance with the provisions of visa limitations.

## Residence Halls Programs

293-5611

The Residence Halls Programs Office staff in Moore Hall works with students who live in University-owned residence halls, the operation and maintenance of which are under the direction of the Housing Office.

All freshmen must live in University residence halls. Exceptions to this rule can be explained by Residence Halls Programs Office staff.

Room reservations are made for the entire academic year and, once committed, students cannot be released during the year to live elsewhere.

Professionally trained head residents and selected resident assistants are in each of the halls to assist you.

University residence halls are intended primarily for use by freshman students. Policies that govern the residence halls aid freshman students in the sometimes difficult transition to university life. Sophomores, juniors, and seniors voluntarily choose to live in University residence halls and thus voluntarily accept these policies.

(For detailed information concerning WVU residence halls, see *Appendix C*.)

## Housing

293-3621

The Housing Office, 440 Medical Center Dr., operates and maintains five University-owned residence halls and 354 apartments. The apartments, which may be leased by the academic year, summer session, or calendar year, are available for faculty, staff, graduate students, and married students.

The Housing Office also provides information on off-campus housing by maintaining current listings of rentals available in the Morgantown area. These listings include sleeping rooms, houses, apartments, mobile homes, sublets, private residence halls, and facilities to share.

Staff members are available for counseling students in all aspects of off-campus living. Information is available at the Housing Office concerning federal and state fair housing laws. Direct contact is maintained with the student administration attorney, who handles student legal problems.

The Housing Office has no legal authority to control standards of off-campus housing. Students with complaints about substandard facilities are referred to the proper local authorities for investigation.

## Health Service

293-2311

The University Health Service provides primary medical care for students, staff, and faculty. All enrolled students who pay the activities fee and have a current ID card (which must be shown) are eligible for services without additional charge. Part-time students, graduate students, staff, faculty, and other WVU students who have not paid the activities fee may use the Health Service on a fee-for-service basis and pay for all tests incurred during their visit. Families of students, staff, and faculty are not eligible.

The Health Service is on the ground floor of University Hospital. Services provided eligible students without charge include: general ambulatory care, laboratory and radiology testing as ordered by Health Service physicians, physical therapy, nominal contribution toward inpatient charges incurred at University Hospital, and Emergency Room services at University Hospital when the Health Service is closed.

Service is provided on an appointment basis except for those illnesses requiring acute care that cannot wait for an appointment. Cases requiring care not provided by the Health Service are referred to the Medical Center Outpatient Clinics where the student is responsible for all charges incurred. Students with illnesses requiring hospitalization are referred to the University Hospital. No dental care is provided by the Health Service.

A voluntary insurance plan is available to supplement medical care offered by the Health Service and to provide coverage for dependents. This plan provides payment toward hospitalization, surgical and medical fees, and other medical costs. For details of the plan, study the brochures that are mailed to each student every summer, that are available at registration, and that can be obtained at the Health Service.

The Health Service will answer telephone requests from faculty about whether a student sought treatment, but does not issue written excuses to students for class or test absences or in support of petitions to withdraw from classes.

### Health Service Hours

*University Hospital—293-2311*

Regular Hours—8:30 a.m.-5:00 p.m., Monday through Thursday

8:30 a.m.-5:00 p.m., Friday

Limited Service Hours—5:00-8:00 p.m., Monday through Friday

9:00 a.m.-12 noon, Saturday and Sunday

## Speech and Hearing Clinic

293-4241/2

Evaluation and correction of speech, language, and hearing disorders are goals of the Speech and Hearing Clinic (805 Allen Hall), a facility of the Department of Speech Pathology and Audiology in the College of Human Resources and Education. You may seek help for stuttering problems, voice defects, articulatory errors, foreign dialect, language disorders, etc. In addition, hearing tests, hearing aid evaluations, and aural rehabilitation services are available. Contact the clinic for an appointment.



## Counseling Service

293-4431/2

The Student Counseling Service provides the University community with a comprehensive program of services and activities for self assessment, exploration, and development on a confidential and voluntary basis. This includes educational, vocational, and personal adjustment counseling, marital and couples counseling, psychological testing, consulting, group experiences, stress management training, and seminars on how to enhance and maximize the college experience. The Student Counseling Service offers you an opportunity to "take a course in yourself."

Full fee-paying students are eligible to use this service without additional cost. Part-time students, faculty, and staff can utilize the service on a modest fee basis. The service is located on the third floor of the Student Services Center. Hours are from 8:30 a.m. to 5:00 p.m. (or by special arrangement) Monday through Friday.

## Career Services Center

293-2221/2

The Career Services Center in Mountainlair serves not only students who are graduating, but also underclass students in career planning and in locating summer and permanent employment. By providing information about the changing employment market for college graduates and by helping to relate interests and abilities to job possibilities, Career Services Center personnel can aid in making a realistic career choice. Resource material on employers, graduate schools, volunteer experiences, and careers is available for your use. Summer job information also can be obtained in the Career Services Center. (See *Job Opportunities* for information concerning the Part-Time Job Service sponsored by the Career Services Center.)

Career Services Center personnel can counsel you on techniques of job applications and interviews; aid in locating job sources, both usual and unusual; and provide registered students' credentials to potential employers. Seminars to fit everyone's needs in relationship to career decision making and looking for jobs are held periodically by Career Services Center staff. At scheduled times throughout the year, representatives of business, industry, and government visit WVU to recruit new employees. The Career Services Center handles their visits and makes appointments for interested students.

## Black Student Affairs Office

293-4404

The Black Student Affairs Office serves as liaison for all black students at WVU. The office is in 113 Moore Hall.

Assistance is provided concerning admissions procedures, housing, employment opportunities, financial aid, tutoring, and University policies in general. Complaints about discriminatory practices are processed through this office.

The Black Unity Organization and other groups use this office as the base for their operations.

The Black Student Adviser may be reached at 293-4404; her home telephone number is 292-7051.



*Students demonstrate the use of a recently installed emergency telephone at the WVU Medical Center parking lot on Van Voorhis Road adjoining the PRT Station. It is one of three emergency telephones, linked directly to the University Security Office in the Coliseum, which Student Administration arranged to be installed. Others are at the north end of Brooks Hall and at the east end of Physical Plant Headquarters, across from the Towers Residence Halls.*

## Foreign Student Office

293-2981

The Foreign Student Office in Moore Hall is the focal point for 700 international students from 80 countries enrolled at WVU. The first stop for the foreign student when arriving on campus, this contact is maintained throughout the student's stay. By providing information and advice about immigration and University regulations and policies, as well as University and community facilities, the Foreign Student Office serves as a link between the student, the University administration, and the U.S. Immigration and Naturalization Service.

Cultural exchange between international students and the campus community is an important activity of the Foreign Student Office. In cooperation with the International Students Association and the several organizations of national groups, special events and programs are held throughout the year. The Foreign Student Programs Assistant operates the Host Family Program through which residents of the Morgantown area open their homes to international students.



# Other Services and Facilities

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## Library

293-2440

WVU's library system is notable in several fields. The collections in botany, chemistry, engineering, sociology, the Appalachian region, West Virginia history, and Africana are very strong. The Rare Book Room contains limited editions, including four Shakespeare Folios, and first editions of many works of Dickens, Scott, and Clemens.

The libraries are located throughout the campuses and the hours are posted. The central Library is the largest and offers a variety of services. The West Virginia Collection and the Audio-Visual Library are located in Colson Hall.

Branch libraries include the Evansdale Library, Law Library (Law Center); Mathematics Library (Eiesland Hall); Medical Center Library (Basic Sciences Building); Physical Sciences Library (Chemistry Research Laboratory); and Music Library (Creative Arts Center.)

## Book Stores

293-2711

Book Stores hours are from 8:30 a.m. to 4:45 p.m., Monday through Friday; open certain Saturdays for special events which are posted in advance. The Mountainlair Store is open from 10:00 a.m. to 1:00 p.m. on the days of home football games. Branches are on the ground floor of the Basic Sciences Building in the Medical Center, the Engineering Sciences Building on the Evansdale Campus, Potomac State College, and the WVU Medical Center—Charleston Division.

The Book Stores sell general books, textbooks, books by West Virginians and about West Virginia, paperbacks, school and office supplies, laboratory supplies, photographic and optical equipment, gift items, greeting cards, imprinted gift items, and wearing apparel, as well as gift certificates.

All books are sold to students and staff at a discount of 5 percent off publishers' list prices. Students are invited to visit the Book Stores Director's Office with questions and suggestions concerning their operations.

The Book Stores also provide check cashing (see below), film processing, special orders, mail order service, and rentals. As an additional service to students, the Book Stores purchase used textbooks. Prices paid are determined solely by current use of the textbooks and the national market value established by price guides issued by wholesale used college textbook dealers.

The University Book Stores are completely self-supporting. State law specifies that the Book Stores can obtain no financial support from any other sources. All monies earned must be used to finance their operations.

## Check Cashing

293-2537

The West Virginia University Book Stores operate check-cashing services at the Mountainlair, at all branches of the University Book Stores, and the Downtown Campus store. Personal checks must be made payable to West Virginia University Book Stores.



Checks up to \$25.00 will be cashed for students—and members of the faculty and staff—with appropriate identification. There is a 30 cents per check service charge for each check cashed.

Individuals whose checks are returned by the bank for insufficient funds will be assessed a \$3.00 service charge, if paid within five days. After five days, the service charge will be \$5.00. Any student who fails to reimburse the University Book Stores for a bad check will be reported to the Dean of Admissions and Records. The student's grades will be frozen and the student will not be permitted to enroll again at WVU until the indebtedness is paid in full.

Check-cashing hours at all locations, with the exception of the Downtown Book Store, will be from 9:00 a.m. until 4:00 p.m. The Downtown Book Store hours are from 10:00 a.m. until 2:00 p.m. Check-cashing days will be Monday-Friday only.

## Academic Advising Center

293-5805

The Academic Advising Center is a centralized academic advisory system for all lower-division students in the College of Arts and Sciences and those students in pre-professional programs leading to degrees in business and economics, education, journalism, medical technology, mining and petroleum engineering, nursing, pharmacy, and physical therapy. Exploratory students are also advised here.

The Academic Advising Center is in the Student Services Center near Mountainlair on College Avenue. Hours are 8:15 a.m.-12:00 noon and 1:00 p.m.-5:00 p.m., Monday through Friday.

Students' records and advisers are in a central location and the Advising Center staff—including faculty members and graduate and upperclass students—is available to advise and help students. Individual advising, group advising, and orientation to study techniques, career opportunities, and adjustment to University life are provided. Students learn about the University and its many services and facilities to help them make the most of the opportunities of their academic life.

Questions from students or their parents about academic matters in the College of Arts and Sciences should be directed to the Assistant Dean, Academic Advising Center.

## Writing Laboratory

293-4460

If you want to improve your ability to write clear and readable prose, the Department of English offers individualized instruction at its Writing Laboratory in Stansbury Hall. Open Monday through Friday during the day, the laboratory serves those students who are weak in writing and those who are strong but want to become stronger.

The staff consists of Department of English faculty and works mostly with students enrolled in English 1 and 2 in an effort to improve their use of punctuation and diction and their ability to write cohesive paragraphs. The laboratory also welcomes upperclass and graduate students and will work with them on advanced problems in writing.

A library of handbooks and rhetorics is available for browsing and self-help.



## Reading Laboratory

293-4997

If you would like to read and study more efficiently, the University Reading Laboratory (URL) is available. The URL in Stansbury Hall is open from 8:30 a.m. to 5:00 p.m., Monday-Friday. Special small-group instructional work is available in several areas of reading and study skills, and instructional arrangements are made according to student needs and schedules. Students also may work independently using materials and machines available in the URL. The URL serves students who want basic help in reading, as well as those who have developed good basic reading skills but who wish to increase their reading rate or improve their study efficiency. Students are welcome to talk over a specific reading or study problem.

## Mathematics Study Center

293-2011

The Department of Mathematics offers assistance to students in beginning mathematics courses through its Study Center located on the first floor of Eiesland Hall near the Mathematics Library.

The staff, which consists of graduate students and faculty in the Department of Mathematics, works primarily with students enrolled in Math. 2, 3, 4, 14, and 28 who need additional help.

The Study Center is open Monday through Friday during the day. The specific times are posted at the beginning of each semester.

## Copy Centers

The WVU Office of Publications furnishes copy service for University work to students, faculty, and staff through copy centers located in the Communications Building on Patteson Drive (293-6366); 2024 Basic Sciences Building in the Medical Center (293-5069); 407 Allen Hall (293-3467); and SB-24 Knapp Hall (293-2040).

Clear, typewritten, or legible copy on white paper is necessary to achieve good reproduction. The copy centers are capable of reproducing master's theses and doctoral dissertations according to WVU Graduate School standards.

## Identification Card

293-4406

Each full-time student receives an identification card (ID) entitling admission to certain WVU athletic events, student administration activities, and use of the Health Service, Counseling Service, and Mountainlair. If misused, ID cards are confiscated.

Carry your ID card at all times. It will be required for admission to events and facilities.

Part-time students may wish to pay the optional student fees at the time of registration, which then entitles them to all services and activities provided full-time students. Benefits include admission to certain athletic events, eligibility for health and counseling services, concerts, lecture programs, and other social and cultural events requiring ID cards for admission.

If you lose your ID card, you may obtain a duplicate by filing a student petition form in 307 Moore Hall. You will be assessed a fee for the new picture. The duplicate ID card is not valid for any University service for which there is a charge.

## Spouse Activities Card

Student spouses may obtain a special Spouse Activities Card at the SES Programming Office in Moore Hall. The card entitles spouses to the same admission privileges as full-time students to SES-sponsored controlled admission functions such as films, classic and pop concerts, mini events and speakers programs. The card also entitles student spouses to schedule and use University recreation facilities such as tennis courts and Coliseum facilities.

The cost of the Spouse Activities Card per semester is \$15.45, including sales tax. The student and spouse must appear together and present adequate information to verify identification and marital status. *Note:* This card may not be used for athletic events, check cashing, or other student services.

## Spouse Identification Card

293-5221

A Spouse Identification Card, which enables a student's husband or wife to use University recreational facilities when unstructured activities are scheduled for students, faculty, and staff, may be obtained at the Recreation-Intramural Office in Stansbury Hall, Downtown Campus. You must apply in person and present your spouse's WVU Student Identification Card (ID) as proof of University affiliation. If the student desires to pick up an ID card for the spouse, he/she must present his/her University ID card, and spouse identification (driver's license, marriage license, etc.).

## Intercollegiate Athletics

293-5621

West Virginia University has a comprehensive intercollegiate athletic program consisting of teams in football, cross country, basketball, wrestling, baseball, swimming, gymnastics, track, tennis, rifle, golf, and soccer, as well as a women's program including teams in tennis, gymnastics, volleyball, swimming, softball, track, and basketball. Major athletic facilities are Mountaineer Field, WVU Coliseum, Natatorium, a soccer field, baseball field, all-weather olympic track, and tennis courts. A new 50,000-seat stadium will be completed by fall, 1980. All intercollegiate athletic activities are administered under the President of WVU, the Director of Athletics, and the Athletic Council which is composed of five faculty, two alumni, and two students elected annually by the student body.

WVU is a member of the National Collegiate Athletic Association, the Eastern Athletic Association, the Midwest Association of Intercollegiate Athletics for Women, and the Association for Intercollegiate Athletics for Women.

The Eastern Athletic Association began operation in 1976-77. Members are: *Western Division*—WVU, Pitt, Duquesne, and St. Bonaventure; *Eastern Division*—Massachusetts, George Washington, Rutgers, and Rhode Island.

To be eligible for participation in WVU athletic events, sophomores must have a 1.6 grade-point average; juniors, 1.7; and seniors, 1.9.

## Postal Service

293-4050

The central campus Post Office in Towers Residence Halls provides limited postal services. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. **You may use campus mail service (without postage) to all University departments, and Towers, Boreman, Arnold, Dadisman, and Stalnaker halls only, but be sure to drop envelopes in campus mail boxes only.** If you are in doubt about how to use the campus mail system, ask any University secretary.

Mail coming into the residence halls is sent directly to your centrally located mail box.

To help insure prompt delivery of incoming mail, please inform your correspondents to put your full name and complete address on envelopes. *For example:* Mary Jane Doe, The Towers, Room 333, West Virginia University, Morgantown, WV 26506. Unless complete information is included on the envelopes, letters either may be delayed several days or returned to senders for more complete addresses.

Stamps, envelopes, postcards, and aerogrammes may also be purchased at the Mountainlair sundries shop.

*WVU's ZIP is 26506; ZIP for Morgantown proper is 26505.*

## Telephone System

293-3531

WVU has a direct-dial telephone system and every University-owned residence hall room has a telephone. The *West Virginia University Directory* is published annually listing students, faculty, and staff. The *Directory* is furnished in every WVU owned residence hall room; it also is available for purchase at the WVU Book Stores.

*If your telephone number changes, notify the University Operator (293-4343) immediately in order that she may update her file for future use in giving your number to callers.*

## Security

293-3136

The WVU Security Office in the Coliseum provides 24-hour, seven-day-a-week service that includes both security protection and trained police personnel.

Professional training is required of all University security officers. They receive basic training and continued in-service training designed to further develop professional skills. Certain officers attend advanced and specialized training courses at formal law-enforcement schools.

WVU security officers are duly commissioned peace officers. Their appointment is authorized by the West Virginia Board of Regents under law enacted by the West Virginia Legislature. WVU security officers have full police authority upon any premises owned or leased by the state of West Virginia and under the jurisdiction of the Board of Regents.

Under the oath of office, each Security Officer has the duty to arrest, *without warrant*, any person who, in the officer's presence, is committing a breach of peace, a misdemeanor, or a felony. The Security Officer has the duty to seek a warrant for the arrest of any person for whom the officer has adequate information of commission of any crime.

WVU Security Officers have authority to assist local police officers on public highways in traffic control *when such traffic is generated as the result of special activities sponsored by WVU*.

When a violation of a University regulation governing students or faculty or staff members is committed in the presence of a WVU Security Officer, the officer will ascertain the name of the offender, if a member of the faculty or staff, or the officer will take up the ID card of the violator, if the offender is a student. The student's ID card is delivered to the Vice-President for Student Affairs with a description of the violation. The officer involved will testify, if called, in subsequent hearings. The name of the faculty and staff member is reported to the President, with a description of the violation.

When help is requested from WVU Security, the person asking for help surrenders initiative to the officer when the officer arrives. Interference with a WVU Security Officer involved in the discharge of the officer's duties is in itself a crime, and renders the person interfering subject to arrest and prosecution.

Members of the University community are vulnerable to the same crime problems encountered by residents of any metropolitan area. The primary purpose of WVU Security is to protect the community from criminal activity. Patrolling the campus and surrounding area by WVU Security is a major factor in keeping crime to a minimum; however, crime exists and the Morgantown community is being victimized by criminal acts.

## How You Can Help

You, as a law-abiding member of the University community, can help reduce crime by supporting the WVU Security Office in its effort to apprehend criminals and utilize preventive measures to reduce criminal acts.

Report immediately any crime, suspected crime, evidence of break-in, and suspicious persons. **Telephone 293-3136 any time, day or night.**

Emergency telephones, linked directly to the Security Office, are located at the north end of Brooks Hall; at the east end of Physical Plant Headquarters across from the Towers Residence Halls; and on the Medical Center parking lot on Van Voorhis Road.

In reporting, remember identifying information and descriptions, such as:

*Persons:* Name (if known); sex, color, age, height, weight, clothing; and method and direction of escape.

*Autos:* License number; make and model; color; outstanding characteristics—rust spots, dents, etc.

*Weapons:* Guns, pistol, revolver (blue steel or chrome); and clubbing instruments, etc.

*Property:* Serial numbers of stolen property and a complete description.

## Precautions You Should Take

If you must remain in a campus building after closing time make an effort to do so in the company of at least one other student (or University employee).

The campus is well lighted but it is wise to use the "buddy system" when walking to your car or traveling to other points. Refrain from using short cuts; stay on well-traveled walkways, pathways, etc.

Park your vehicle in lighted parking lots; avoid parking near shrubbery, trees, etc., which could conceal a potential attacker.

Personal property, purses, brief cases, etc., should never be left unattended. Take these items with you if you are leaving a classroom or library study area for any length of time.

Try not to carry large amounts of money on your person; do not display large amounts of money.

Make a record of serial numbers of personal property in your room. (A record of your personal credit cards should be maintained.)

Keep your auto locked. Never leave the keys in the ignition; avoid leaving personal items where they are visible on car seats—store them in the trunk instead.

Give your car the quick "once-over" before entering—with a critical eye for possible break-ins or intruders in the rear seat or floor area.

## Study Abroad

293-2041

Students who would like to study abroad may receive advice from the Coordinator, WVU Office of International Programs, 2112 Agricultural Sciences Building. The office strives to make available as much information as possible to interested students and to counsel them in carefully organizing their foreign studies programs.

## Policies and Rules—Academic Programs

For information concerning policies and rules governing the academic programs at West Virginia University, students are referred to the current *WVU Undergraduate Catalog*, *Graduate School Catalog*, *College of Law Catalog*, or *Medical Center Catalog*.





The Constitution of the student body of West Virginia University defines Student Administration as "the supreme voice of the student body." This document outlines the jurisdiction and rights and responsibilities of Student Administration vis-a-vis the student body.

The basic framework of student Administration is organized into three cohesive units: the Executive Branch, the Board of Directors (a policy-setting group composed of fifteen members), and the Judicial Board that functions as the judicial arm of Student Administration. Student Administration touches all aspects of student life and, theoretically, voices student opinion to the University administration. Student Administration sponsors a wide variety of activities, passes legislation pertinent to the interests of the student body, and appoints student committees—thereby providing something of interest to everybody in the University community.

## Executive Branch

The Executive Branch is composed of the President and Vice-President of the student body, Treasurer, and Student Legal Assistant.

Nick Plesich is President of the student body and heads the Executive Branch. Nick, from South Charleston, is a senior in chemistry. His official functions include appointing student committees, administering enactments of the Board of Directors, sitting as chairperson of the Board of Directors, and representing the interests of the student body in dealing with the faculty, University administration, and various government agencies. In addition, Nick is on the Student Advisory Council, which works to provide the West Virginia Board of Regents with an indication of student views on various issues.

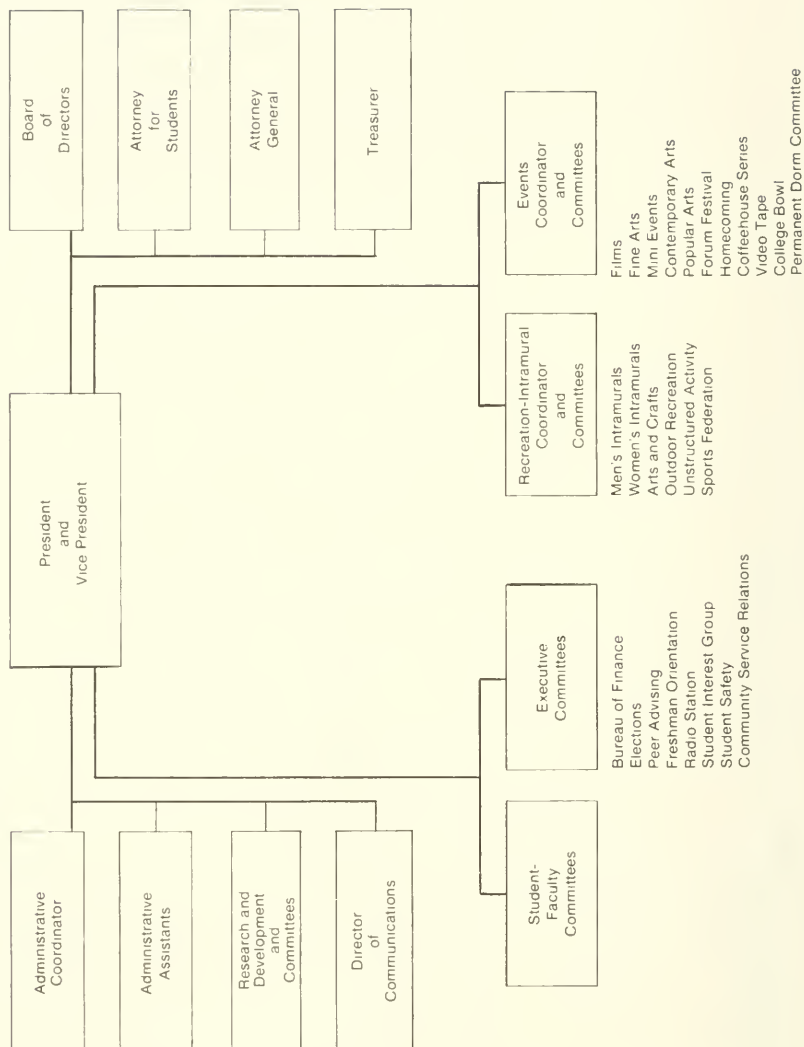
Aiding Nick in his duties are three Administrative Assistants: Lori Brouse, Beckley; Bill Hinchey, McKeesport, Pa.; and Jack Wilson, Keyser. The Vice Presidential Administrative Assistants are Jim Campbell and Art Sidone.

Student body Vice-President is Tyler Bullock, a psychology senior from Charleston. His duties include advising the student body president on important matters, appointing students to serve on committees, and serving on a number of student, faculty, and University administrative committees. Tyler is vice-chairperson of the Board of Directors and serves as chairperson in Nick's absence.

Dave Lunsford, the student body Treasurer, hails from Huntington, and is a second-year law student. The treasurer is the chairperson of the Bureau of Finance which determines the monetary and fiscal policies of student administration. The bureau formulates the budget and submits it to the Board of Directors for approval.

Rick Poling is the Attorney General. Rick is a law student from Grantsville. The Attorney General's duties are to research legal questions and advise the student body President, Vice-President, Treasurer, and Board of Directors on matters of constitutional or statutory nature. Members of the student body can also question Rick on legal matters within the University community.

# WEST VIRGINIA UNIVERSITY STUDENT ADMINISTRATION



## Board of Directors

The 15-member Board of Directors includes the student body President, the Vice-President, and 11 elected at-large members. They are elected annually. The student body Treasurer and the Legal Assistant serve as ex-officio members of the board without vote. The board functions as the legislative body of Student Administration. Other functions include setting policies, administering services, and approving appointments presented by the student body President.

The following are members of the board: Mary Ackenhusen, Jack Cavalier, Steve Cypher, Judy Eckenrode, Gary Fogleman, Debbie McKee, Steve Samples, Clara Shockley, Paul Tabor, Paul Templeton, and Barry Zimmerman.

## Judicial Board

The Judicial Board consists of nine members. Some of the Judicial Board's functions include: ruling on conflicts within Student Administration; serving as the judiciary in Student Discipline Procedures; certifying the validity of the annual Student Administration general election; and in general to perform all other judicial functions as shall become necessary. Current members of the Judicial Board include: Steve Goad, Ray Keener, Dave Lunsford, and Ed Parker.

## Attorney for Students

The WVU Student Administration is one of few in the nation to have an attorney who offers free legal advice and help to the students. Most of the attorney's time is devoted to advising and counseling students with respect to various legal problems they encounter while at WVU. Some of the most frequent problems are: property leases and landlord-tenant relationships; warranties; traffic violations; and student rights.

## Committees

Campus social, recreational, intramural, and cultural activities are planned and coordinated by Student Administration with the assistance of the Student Educational Services programming staff. Committees are selected from students who apply to the Student Administration Office in the Mountainlair.

Freshmen may apply for membership on committees when they arrive on campus in the fall. Students who are interested may receive information from the Information Desk in the Student Organization Wing of the Mountainlair.

## Events Division (Programming)

Many events require tickets for admission. A ticket box office is maintained by Student Educational Services in Mountainlair, 9:00 a.m. to 12:00 noon, and 1:00 to 4:30 p.m., Monday through Friday. Ticket information may be obtained by calling 293-3919 or 293-4406.

Student ID cards are necessary to obtain student tickets and they must be presented with the ticket at the event.

*Contemporary Arts*—This committee selects and presents programs at the Creative Arts Center in the field of dance, music, and theatre. The committee has made excellent strides in improving the quality of professional classical programming at the University. This progressive outlook is one of the objectives high on the Student Administration list.

*Coffee House Series*—Coffee House affords students the opportunity to select various types of musical companies and individuals, as well as magical and comedy acts to perform a part of the Coffee House series. The staging of these acts is not limited to, but has traditionally been in the Blue Tic Tavern.

*College Bowl*—This committee sets up the College Bowl competition at WVU. Committee members arrange meets and serve as moderators and panelists.

*Films*—This committee presents a diverse program of films and top-rated movies for the student body. After being given a budget with which to work, the committee selects movies to be shown at Mountainlair and in various residence halls.

*Fine Arts*—This committee selects and presents the Mountainlair Art Gallery exhibits. The committee plans programs for the interests of the entire campus community and offers a diverse calendar of exhibits.

*Forum Festival*—This committee's objective is to provide, through the selection of speakers, an "Open Forum" of current ideas and issues. The committee meets and serves as host for all speakers during their stay at WVU.

*Homecoming*—This committee sponsors the traditional events that surround WVU's annual fall Homecoming. The members oversee the election of the queen, the downtown parade, building of floats, dance marathons, publicity, and plan the thuse and half-time activities, in addition to hosting visiting dignitaries.

*Mini Events*—This committee schedules, plans, and sponsors special social events held in the Mountainlair snack bar, cafeteria, ballrooms, plaza, etc. Some recent events have been dances, small concerts, speakers, Las Vegas Night, plaza carnivals, and Christmas and Hallowe'en parties.

*Permanent Dorm*—This is a unified dormitories committee consisting of 10-15 members and a director. The committee deals with all dormitory-related problems, in addition to sponsoring a variety of dorm activities throughout the year.

*Popular Arts*—This committee works as a unit to present a well-rounded program of concerts featuring well-known contemporary artists. The committee helps in selection of groups based on preferences indicated by campus-wide polls. The committee concentrates on solutions to the problems of this area, such as validation and the scheduling of the groups. Committee members must attend all meetings, work validation, aid in promotion of concerts, and assist with the physical arrangements of performances. Chairpersons work through the Associate Dean of SES to contract for concert attractions. The committee works with SES staff programming advisers on publicity and physical arrangements.

*Recreation and Intramural*—This committee of 10-20 members has as its prime purpose overseeing the recreation and intramural activities on the WVU campus.



*Videotape*—This committee selects and presents taped programs in the Mountainlair—from cartoons to movies and rock concerts, and even full-length movies. Members also produce their own shows which provide them opportunities to gain practical experience in interviewing, camera operation, lighting, and audio techniques.

## Executive Division

*Community Service Relations*—This committee, whose membership numbers are flexible, is designed to involve Student Administration and the student body with University and Community fundraising and service activities such as blood drives, the Monongalia County Walk, and the Muscular Dystrophy Dance Marathon.

*Elections*—This committee of 25-30 members administers all elections and special votes with particular attention to the spring Student Body elections.

*Bureau of Finance*—This committee of 10-20 members is headed by the Treasurer and plans the budget for the coming year. All allocations of money must be approved by this committee.

*Peer Advising*—This committee of 25-30 members consists of students willing to advise other students. The job entails working three to five hours per week in the Peer Advising Office helping students find tutors, advising students about courses and teachers, and helping students cut red tape.

*Department of Research and Development*—This is the student advocate research unit of Student Administration. Various committees are formed throughout the year to research and act upon projects approved by the President of the Student Body and the Department Director.

*Student Interest Group*—This committee of 10-20 members functions as the political contact and research division of Student Administration. Its functions include communicating with state legislators on student related issues (i.e., landlord-tenant bills, etc.), lobbying, coordinating student voter registration drives, and upgrading voting records and other useful information about state representatives.

*Student Safety Committee*—This committee has been established to deal with unsafe conditions affecting students in three main areas: housing, university related, and non-university related. Committee members will refer students to proper authorities, research unsafe conditions, and prepare reports recommending solutions to safety hazards and related problems.

## Information Concerning Student Administration

Any information concerning any aspect of Student Administration may be obtained from the Information Desk in the Student Organization Wing of the Mountainlair.



## University-Wide Committees With Student Representation

Student Health Services Advisory Committee  
Student ID Cards Committee  
Student Organizations Committee  
Student Publications Committee  
Student Records Committee  
Council on Admissions  
Athletic Council  
Mountainlair Advisory Council  
Council on Off-Campus Education  
Council on Planning  
Council for Women's Concerns  
Senate Committee on Committees  
Senate Core Curriculum Committee  
Senate Committee on Curriculum  
Senate Faculty Welfare Committee  
Senate Student Discipline Committee  
Senate Committee on Research, Research Grants, and Publications  
Senate Committee on Student Instruction  
Senate Teacher Evaluation Committee  
Affirmative Action Committee  
Honorary Degree Committee  
Committee to Recommend Names for Campus Facilities

# Student Organizations

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Student organizations constitute the heart of out-of-the-classroom learning and recognition at WVU. Many of the most important benefits to you and your University develop when you meet with other students of similar interests and work together for a common goal.

Organizations at WVU are so plentiful and so diverse that students should be able to find at least one group whose activities interest them. Everything—from class honoraries, which recognize campus-wide scholastic achievement; to professional groups, which stimulate interest in major fields of study; to interest groups and religious groups and on to hobby or special interest groups—all these exist at WVU for the students.

## Requirements and General Information For Recognized Student Organizations

- I. Steps necessary in requesting recognition of a student organization:
  1. The proposed organization obtains an application for recognition from the Student Organization Services office in the Mountainlair. This application requires that the organization have:
    - a. A constitution justifying the existence of the organization.
    - b. A voting membership consisting only of WVU students.
    - c. Duly elected officers. To hold an elective or appointive office in a Recognized Student Organization, you must be a full-time WVU student. If this is not your first semester at the University, you must have a C average at the time of election or appointment. Furthermore, you may not be on academic or disciplinary probation.
    - d. An adviser who is a full-time faculty or staff member.
    - e. A copy of the national or state constitution or bylaws, if the organization is going to affiliate with a national or state organization.
  2. The application must be completed and returned to Student Organization Services in Mountainlair. Until the organization is recognized, the only privilege it has is use of University facilities in order to complete organizational functions.
  3. After the petition and constitution have been submitted, each organization is eligible to reserve a Mountainlair meeting room not more than two times for the purpose of completing organizational functions. Should additional meetings be required, special approval must be obtained from Student Educational Services, Programs Division.
  4. The application will be considered by the Student-Faculty Student Organizations Recognition Committee, which makes recommendations to the Vice-President for Student Affairs. WVU will withdraw recognition from student or faculty organizations whose official governing document denies membership on the basis of race, color, sex, handicap, religious, or ethnic origin.
- II. Ordinarily a student organization solicits a membership fee (dues) to meet its expenses. If unforeseeable expenses arise, organizations may

request additional support from the Student Bureau of Finance which maintains a limited budget to help meet such expenses. To request financial assistance from the Bureau, contact the student body Treasurer who will arrange to have a member of your organization appear before the Bureau to submit the request.

- III. WVU assumes no legal or financial responsibility for any organizations.
- IV. An activity which duplicates one previously covered by an organization should not be instituted.
- V. Organizations are required to make a yearly report to the Student Organizations Office. Report forms will be sent to each organization.
- VI. Any revision of or amendments to the constitution of the organization must be approved by the Student Organizations Recognition Committee and the Vice-President for Student Affairs.
- VII. Role of the adviser in Student Organizations:
  - 1. Each student organization should maintain consultation with its adviser on matters of program subjects, policies, and finances.
  - 2. Advisers are required to approve the request of each organization for space needs on University property.
  - 3. Advisers are required to approve requests for permission to solicit funds on any University property and requests going to the Bureau of Finance for money grants.
  - 4. Advisers are contacted on all extramural correspondence related to the organization.
  - 5. Advisers are encouraged to keep informed of all organization projects, activities, and meetings.
  - 6. Organizations are required to have the advisers sign the yearly report to the Student Organizations Office.

VIII. Reservations for meeting rooms and equipment:

Reservations for space in Mountainlair must be made in person at the Reservations Office, second floor, Monday through Friday, between 9:00 a.m. and 4:00 p.m. A reservation form must be filled out in complete detail. Mountainlair should not be expected to provide items and services that are not included and described on the form. Complete and accurate form information is necessary to insure proper room arrangement, custodial service, food service, and audiovisual support.

If banquet services are requested, Mountainlair Food Service must be given a minimum of two-weeks' advance notice.

Reservations are accepted from recognized student organizations, University departments, and administrative divisions. Events held in Mountainlair must conform to the stated purposes and objectives of the organization. Groups funded by the University will provide the University fund and account numbers before reservations are accepted. University recognized student organizations will make reservations through their officers. Reservations which involve receipt of funds will require a concession permit issued by Student Educational Services.

No facility usage fee is levied against approved organizations. However, if technician or other similar special services are required, Mountainlair will levy a charge appropriate to the service requested.

IX. Classroom space for meetings:

Contact the Office of Facilities Analysis and Utilization (Olgebay Hall Annex, 293-5404) for use of classroom space for meetings or activities.

X. Failure to comply with University policies, procedures, and regulations may result in loss of recognition and appropriate disciplinary action.

## WVU Calendars of Events

Information regarding activities held at WVU can be obtained from or listed in the following publications: (1) the Weekly Calendar of Events published by the WVU News Service (293-6366); (2) the Monthly Calendar published in the *Daily Athenaeum* by Student Educational Services (293-4406); or (3) the semester WVU Foundation Calendar (296-8251).

## Ticket Information

Three box offices are maintained on campus.

Student Educational Services maintains a box office located in the Mountainlair. Information or tickets for all Student Administration programming events can be obtained from this box office. (Telephone 293-3919.)

The Creative Arts Center (CAC) box office handles tickets and provides information for all events sponsored by the Divisions of Music or Theatre and the Performing Arts Series. (Telephone 293-3020.)

Information for all Student Administration programming events, held at the Coliseum or the CAC, can be obtained by calling 293-3919.

The Department of Athletics operates a ticket office located in the Coliseum main hallway (enter blue gate). Tickets or information for all athletic events can be obtained from this office. (Telephone 293-3541.)

## Student Organization Services

293-4397

Student Organization Services is an information center for all recognized student organizations. It is located in the Student Organization Wing (SOW) of Mountainlair. Files are maintained on all WVU-recognized organizations which contain copies of their constitutions and all pertinent information for the organizations. A listing of each organization's president and adviser is kept so that interested students can contact the organization.

If an organization needs a central mailing address, this office will provide the use of a mailbox for as long as desired.

Three display cases in the Mountainlair main concourse are available to recognized organizations to advertise events, membership drives, and to promote awareness of the organization. Reservations should be made several months in advance in the Student Organization Office.



## Recognized Student Organizations

(When appropriate, the three-digit number appearing to the left of the organizational listing may be used for identification purposes.)

- 658—American Advertising Federation, W. Robert Summers, 293-3505.
- 500—American Institute of Aeronautics and Astronautics, Richard E. Walters, 293-4111.
- 502—African Students Association, Robert M. Maxon, 293-2421.
- 511—American Society of Agriculture Engineers, Robert G. Diener, 293-4396.
- 503—Agriculture and Forestry Council, Harold E. Kidder, 293-2406.
- 523—Agronomy Club, John C. Sencindiver, 293-6256.
- 200—Alpha Delta Pi, (Social Sorority), Betty L. Miller, 293-2013.
- 404—Alpha Epsilon Delta, (Pre-Medicine Honorary), Ethel C. Montiegel, 293-5201.
- 300—Alpha Epsilon, (Agriculture Engineering Honorary), Robert G. Diener, 293-4396.
- 271—Alpha Kappa Alpha, (Social Sorority), Geraldine C. Belmear, 293-4404.
- 100—Alpha Gamma Rho, (Social Fraternity), James A. Welch, 293-3391.
- 406—Alpha Omega Alpha, (Medical Honorary), Wilhelm S. Albrink, 293-4469.
- 210—Alpha Phi, (Social Sorority), Mrs. Joseph C. Gluck, 599-3259.
- 105—Alpha Phi Delta, (Social Fraternity), John D. May, 599-6452.
- 505—Alpha Phi Omega, (Service Fraternity), Charles W. Connell, 293-5806.
- 304—Alpha Pi Mu, (Industrial Engineers), Donald L. Gochenour, 293-4607.
- 408—Alpha Tau Alpha, (Professional Agriculture), Warren G. Kelley, 293-3431.
- 215—Alpha Xi Delta, (Social Sorority), Mrs. D. Lyn Dotson, 599-8214.
- 306—Alpha Zeta, (Agriculture Service Honorary), Harry V. Wiant, Jr., 293-3411.
- 615—Arab Students Organization, Thomas C. Campbell, 293-5721.
- 308—Arnold Air Society, Capt. Gary Brovetto, 293-5421.
- 411—Student Art Guild, Eve Small, 293-2121.
- 639—Animal and Veterinary Science Club, Harold E. Kidder, 293-2406.
- 662—Astronomy Club, John E. Littleton, 293-3498.
- 602—Bahai Club, Robert D. Allen, 293-4517.
- 713—Ballet Ensemble, David Wanstreet, 293-4811.
- 532—Baptist Campus Ministry, Robert E. Swartwout, 293-6371.
- 520—Baptist Student Union, Malcolm G. Lane, 293-3607.
- 716—Billiards Club, Robert A. Taylor, 293-2206.
- 590—Student Bar Association, E. Gordon Gee, 293-5306.
- 410—Beta Alpha Psi, (Accounting Honorary), Adolph A. Neidermyer, 293-5332.
- 412—Beta Beta Beta, (Biology Honorary), Jesse F. Clovis, 293-3979.
- 115—Beta Theta Pi, (Social Fraternity), Fred E. Wright, 293-4495.
- 664—Black American Law Student Association, Franklin D. Cleckley, 293-5301.
- 522—Black Unity Organization, Geraldine C. Belmear, 293-4404; Horace E. Belmear, 293-2121.
- 415—International Association of Business Communicators, Hunter P. McCartney, 293-3505.

- 603—Campus Crusade for Christ, Duk-Won Park, 293-5695.
- 507—American Institute of Chemical Engineers, Alfred W. Pappano, 293-2619.
- 506—American Chemical Society, Student Affiliate, Kenneth Showalter, 293-5540.
- 599—Chess Club, William Squire, 293-5770.
- 525—Chi, (Students for Christ), Jack Welch, 293-3100.
- 320—Chi Epsilon, (Civil Engineering), W. Joseph Head, 293-3192.
- 325—Chimes, (Junior Honorary), Betty Miller, 293-2013.
- 501—Chinese Student Association, Ping-fan Chen, 292-6331.
- 220—Chi Omega, (Social Sorority), Mrs. Carol Bowers, 296-6673.
- 120—Chi Phi, (Social Fraternity).
- 527—Christian Science Organization, Lewis C. Bell, 293-5721.
- 729—Christian Student Fellowship, David A. Nash, 293-3841.
- 539—Church of Jesus Christ of Latter Day Saints, Latter Day Saints Student Association, Robert C. Whitmore, 293-4797.
- 528—Circle K. Club, Robert E. Behling, 293-5603.
- 512—American Society of Civil Engineering, Ronald W. Eck, 293-5580.
- 530—Computer Club, Wayne A. Muth, 293-3607.
- 736—The Concerned Group, Theodore C. Barker, 293-5011.
- 726—Dart Club, Catherine S. Turner, 293-2013.
- 535—Dairy Science Club, Roy O. Thomas, 293-2631.
- 230—Delta Delta Delta, (Social Sorority), Mrs. Norma Wyant, 292-7463.
- 235—Delta Gamma, (Social Sorority).
- 422—Delta Sigma Delta, (Dentistry), Michael K. Hurst, 293-5831.
- 420—Delta Sigma Rho, (Debate), Henry L. Ruf, 293-3641.
- 742—Disabled Students and Friends, Sharon A. Hayes, 293-4431.
- 655—Young Democrats, David G. Temple, 293-3198.
- 125—Delta Tau Delta, (Social Fraternity), Gary S. Weiner, 622-0553.
- 538—Student American Dental Hygienists Association, Catherine Graves, 293-2849; Rosemarie Crystal, 293-2849.
- 636—Student Dietetic and Nutrition Association, Johann Mitchell, 293-3402.
- 629—Disciples Student Fellowship, Richard P. Miller, 293-5101.
- 540—Dolphin Club, Marilyn K. Bowers, 293-2292.
- 644—Student National Education Association, Barbara T. Bontempo, 293-3442.
- 551—Institute of Electrical and Electronics Engineers, Wils L. Cooley, 293-5070.
- 330—Eta Kappa Nu, (Electrical Engineers), Constantine A. Balanis, 293-5180.
- 542—Council for Exceptional Children, Annette U. Shuck, 293-4142.
- 547—Fencing Club, Dana D. Brooks, 293-4541.
- 730—Film Arts Society, Stephen Lawson, 293-2140.
- 718—Financial Management Association, Charles W. Cole, 293-3997.
- 534—Folk Dance Club, Bruce W. Wilmoth, 293-4551.
- 407—Society of American Foresters, Ray R. Hicks, Jr., 293-3411.
- 430—Forestry Club, Norman D. Jackson, 293-2941.
- 667—Forest Products Research Society, Christian B. Koch, 293-3825.
- 595—4-H Club, Walter J. Freeman, 293-3691.

- 668—French Club, Janice S. Spleth, 293-5121.  
 732—University Friends of Old Time Music, Ray R. Hicks, 293-3411.  
 669—Mountain State Frisbee Club, Bob Taylor, 293-2206.  
 529—Mountaineer Collegiate Future Farmers of America, O. Claude McGhee, 293-3431.  
 712—Gay Peoples Union, Larry D. Icard, 293-3501.  
 731—Geneva Fellowship, Wils L. Cooley, 293-6375.  
 744—Geology Club, Robert E. Behling, 293-5603.  
 738—Golden Key Honor Society, William E. Collins, 293-3641.  
 340—Helvetia, (Sophomore Honorary), Peter Popovich, 293-2620.  
 544—Hillel Foundation, Jeffrey Foust, 296-2660.  
 549—American Home Economics Association, Dottie D. Rauch, 293-3402.  
 701—Horticulture Club, Oscar E. Schubert, 293-6023.  
 240—Gamma Phi Beta, (Social Sorority).  
 637—Federation of Students of German, Steven M. Benjamin, 293-5121.  
 628—Go Club, Theodore M. Drange, 293-3641.  
 661—Student Grotto, Henry W. Rauch, 293-5603.  
 604—Ice Hockey Club, John U. Bell, 293-3003.  
 508—American Institute of Industrial Engineers, Richard R. Ward, 293-5536.  
 550—India Association, Donald L. Gochenour, 293-4607.  
 623—Interior Design Association, William H. Hagerty, 293-3402.  
 546—International Students Association, Barbara R. Alvis, 293-2981.  
 553—Inter-Varsity Christian Fellowship, Denis MacDowell, 293-5861.  
 552—Interfraternity Council, George B. Warner, 293-3701.  
 711—Japanese Club, Jack L. Hammersmith, 293-3750.  
 727—Mountaineer Jaycees, Andrew J. Sorine, 293-4730.  
 722—Jugglin' Club, Eugene C. Bammel, 293-4411.  
 130—Kappa Alpha, (Social Fraternity), Steve LaCagnin, 599-8183.  
 135—Kappa Alpha Psi, (Social Fraternity), Charles C. Blue, 293-3405.  
 250—Kappa Delta, (Social Sorority).  
 345—Kappa Delta Pi, (Education), Franklin Parker, 293-3441.  
 140—Kappa Sigma, (Social Fraternity), John D. Spencer.  
 255—Kappa Kappa Gamma, (Social Sorority), Mrs. Joanne Richardson, 599-0106.  
 348—Kappa Kappa Psi, (Band Honorary), Don G. Wilcox, 293-5330.  
 435—Kappa Psi, (Pharmacy Honorary), Woodrow J. Proveaux, 293-5101.  
 312—Kappa Tau Alpha, (Journalism Honorary), Guy H. Stewart, 293-3505.  
 555—Karate Club, James E. Capage, 293-2001.  
 596—Lacrosse Club, James L. Frost, 293-5569.  
 741—Lambda Alpha (Anthropology), Patricia C. Rice, 293-5801.  
 440—Lambda Kappa Sigma, (Pharmacy), M. Irma Anido, 293-3200.  
 557—Student Society of Landscape Architects, George W. Longenecker, 293-2141.  
 740—Students for a Libertarian Society, William G. Clark, 293-3641.  
 350—Li-toon-awa, (Sophomore Honorary), Margaret B. Racin, 293-3107.  
 725—Lugar Moot Trial Association, Douglas L. Thomas, 293-5301.  
 587—Society for the Advancement of Management, Forrest W. Price, 293-4495.

- 559—Marketing Association, William Logar, 293-5894.
- 513—American Society of Mechanical Engineers, William R. Powell, 293-3380.
- 652—American Medical Student Association, David Z. Morgan, 293-2408.
- 607—Student International Meditation Society, Sheldon R. Baker, 293-3879.
- 735—American Association on Mental Deficiency, Gabriel A. Nardi, 293-3450.
- 301—Society of Mineral Processing Engineering Students, Eung Ha Cho, 293-5695.
- 647—American Institute of Mining Engineers, Syd S. Peng, 293-5695.
- 619—Monongamoot, (Science Fiction Society), Martin Saltz, 293-4769.
- 633—Monticola, Brentz F. Thompson, 293-4141.
- 255—Mortar Board, (Senior Honorary), Gretchen Budig, 599-1312.
- 563—Mountaineer Duplicate Bridge Club, William A. Welton, 293-4122.
- 646—Mountainettes Drill Team, Kenneth R. Vreeland, 293-2911.
- 651—Mountain Jazz Theatre, Margaret T. Devaney, 293-2080.
- 445—Mu Phi Epsilon, (Music), Dawn S. Baker, 293-4617.
- 562—Music Educator's National Conference, Reginald W. Goeke, 293-4617.
- 632—Muslim Students Association, M. Zafer Nomani, 293-3402.
- 402—Mu Tau, (Medical Technology), Linda Anderson, Betholene Love, 293-4604.
- 700—National Management Association, Philip W. Mahin, 293-5460.
- 702—The Navigators, William A. Sack, 293-3580.
- 621—Newman Club, Franz X. Hiergeist, 293-2013.
- 724—Nigerian Students Association, Christopher Wilkinson, 293-4617.
- 565—Student Nurses Association, Suzanne W. Gross, 293-2331.
- 450—Omega Chi Epsilon, (Chemical Engineering), Alfred F. Galli, 293-3619.
- 121—Omega Psi Phi, Horace E. Belmear, 293-2121.
- 303—Omicron Delta Epsilon (Economics), Neil A. Palomba, 293-5721.
- 414—Omicron Nu, (Home Economics), Ruth E. Weibel, 293-3402.
- 570—Orchesis, Mary K. Wiedebusch, 293-2080.
- 362—Order of the Grail, (Junior Honorary), Wesley M. Bagby, 293-2421.
- 572—Outings Club, Beverly Hummel, 293-3721.
- 656—Pakistan Students Association, Barbara R. Alvis, 293-2512.
- 578—Panhellenic Council.
- 364—Pershing Rifles, Gene Dziedzic, 293-2911.
- 516—Persian Students Association, M. Zafar Nomani, 293-3402.
- 703—American Society of Personnel Administration, Charles E. Hooper, 293-4495.
- 648—Society of Petroleum Engineers, Walter K. Sawyer, 293-5695.
- 510—Student American Pharmaceutical Association, Stephen A. Howard, 293-5101.
- 460—Phi Alpha Delta, (Law), James A. McLaughlin, 293-5301.
- 462—Phi Alpha Theta, (History), Robert Sawrey, 293-2421.
- 447—Phi Delta Kappa, (Education-Graduate), Franklin Parker, 293-3441.
- 366—Phi Beta Kappa, (Honorary), I. Dee Peters, 293-2012.
- 150—Phi Delta Theta, (Social Fraternity), Robert Murphy, 293-2113.
- 116—Phi Gamma Delta, (Social Fraternity), Carl D. Hadsell, 293-2121.
- 307—Phi Kappa Phi, (Honorary), James C. McCroskey, 293-3905.
- 155—Phi Kappa Psi, (Social Fraternity), Robert E. Lazzell, 296-4244.

- 160—Phi Kappa Sigma, (Social Fraternity), Jess Mancini, 293-2531.  
 370—Phi Lambda Upsilon, (Chemistry), William R. Cherry, 293-6510.  
 391—Philosophical Society, Mark R. Wicclair, 293-3641.  
 464—Phi Mu Alpha, (Music), Richard E. Powell, 293-5511.  
 165—Phi Sigma Kappa, (Social Fraternity), William Keeler, 292-9391.  
 465—Phi Upsilon Omicron, (Home Economics), Johann Mitchell, 293-3402.  
 372—Society of Physics Students and Sigma Pi Sigma, Fred M. Goldberg, 293-6137.  
 270—Pi Beta Phi, (Social Sorority), Mary Jo Bailey, 599-0888.  
 374—Pi Delta Phi, (French), Michel J. Beauchemin, 293-5121.  
 467—Pi Epsilon Tau, (Petroleum Engineering), James A. Wasson, 293-5695.  
 463—Phi Delta Phi, (Law—Social), Thomas L. Hindes, 293-5301.  
 170—Pi Kappa Alpha, (Social Fraternity), Mark McRoberts, 296-8251.  
 101—Pi Kappa Phi (Social Fraternity), John D. Brisbane, 293-2121.  
 468—Pi Mu Epsilon, (Mathematics), Michael E. Mays, 293-2014.  
 469—Pi Sigma Alpha, (Political Science), James B. Whisker, 293-2100.  
 376—Pi Tau Sigma, (Mechanical Engineering), John E. Sneckenberger, 293-4980.  
 614—Professional Physical Educators Club, Dana D. Brooks, 293-4541.  
 379—Psi Chi, (Psychology), Marilyn I. Geller, 293-2360.  
 470—Psi Omega, (Dentistry), Calvin J. Gaver, 293-3370.  
 733—Public Interest Law Report, Patrick C. McGinley, 293-5301.  
 582—Public Relations Student Society of America (PRSSA), Hunter McCartney, 293-3505.  
 624—Racquetball Club, David H. Taylor, 293-5221.  
 640—Amateur Radio Club, Henry W. Gould, 293-2013.  
 524—Ranger Company, James A. Moore, 293-2911.  
 642—Professional Recreation Society, Joseph M. Hutchison, 293-3391.  
 660—College Republicans, James B. Whisker, 293-2100.  
 743—Committee Against Registration and the Draft, Peter A. Anderson, 293-3905.  
 721—Resource Management Club, Robert L. Jack, 293-6253.  
 380—Rho Chi, (Pharmacy), Calvin C. Brister, 293-5101.  
 605—Right to Life Committee, Wanda K. Franz, 293-3402.  
 649—Rowing Club, Willem A. van Eck, 293-2219.  
 618—Rugby Club, William P. Fitzpatrick, 293-3107.  
 585—Russian Circle Club, Gary L. Harris, 293-5121.  
 653—Society for the Advancement of Career Women, Linda T. Sypolt, 293-2272.  
 385—Scabbard and Blade, Roger K. Imhof, 293-2911.  
 569—Scuba Club, Martin W. Schein, 293-5394.  
 175—Sigma Chi, (Social Fraternity), C. Barton Loar, 599-1502.  
 480—Society of Professional Journalists, Sigma Delta Chi, Paul A. Atkins, 293-3505.  
 386—Sigma Delta Pi, (Spanish), Joseph F. Renahan, 293-5121.  
 388—Sigma Gamma Epsilon, (Earth Sciences), Steven M. Warshauer, 293-5603.  
 390—Sigma Gamma Tau, (Aerospace Engineering), Jerome B. Fanucci, 293-4111.



- 180—Sigma Nu, (Social Fraternity), Neil E. Bolyard, 293-5242.
- 185—Sigma Phi Epsilon, (Social Fraternity), Avery F. Gaskins, 293-5022.
- 485—Sigma Theta Tau, (Nursing), Patricia A. Diehl, 293-2801.
- 418—Sigma Tau Delta, (English), Virgil A. Peterson, 293-5323.
- 571—Simulation Gaming Society, Peter A. Andersen, 293-3905.
- 577—Ski Club, Gary Brovetto, 293-5421.
- 723—Black Student Social Work Organization, Larry Icard, 293-3501.
- 715—Sports Club Federation, Jill B. Nau, 293-2203.
- 734—Squash Club, Linda M. Carson, 293-3839.
- 589—Student Action for Appalachian Progress (SAAP), Virgil A. Peterson, 293-5323.
- 591—Student Administration, Student Educational Services, 293-4406.
- 575—Future Social Workers of Appalachia, Patty A. Gibbs, 293-3501.
- 627—Socialist Party, USA, William S. Haymond, 293-3641.
- 706—Young Socialist Alliance, John A. Maxwell, 293-2421.
- 707—Young Socialist Student Society, William S. Haymond, 293-3641.
- 588—Soil Conservation Society of America, George E. Toben, 293-6254.
- 416—National Student Speech and Hearing Association, Kenneth O. StLouis, 293-4241.
- 392—Sphinx, (Senior Honorary), Robert L. Murphy, 293-2113.
- 597—Student Public Interest Research Group (WV-SPIRG), Virgil A. Peterson, 293-5323.
- 708—Appalachian Mountain Breakdowns (Square Dance), Sylvester N. Alger, 293-3009.
- 394—Tau Beta Pi, (Engineering), Robert E. Swartwout, 293-6371.
- 396—Tau Beta Sigma, (Band Women), Don G. Wilcox, 293-5330.
- 190—Tau Kappa Epsilon, (Social Fraternity).
- 717—Textiles and Clothing Club, Ruth E. Weibel, 293-3402.
- 739—Upsilon Pi Epsilon (Computer Science), George E. Trapp, 293-3607.
- 613—Thai Student Association, Barbara R. Alvis, 293-2981.
- 195—Theta Chi, (Social Fraternity), Carl M. Frasure, Jr., 293-2834.
- 620—Student Trial Lawyers, Douglas L. Thomas, 293-5301.
- 634—Volleyball Club, Dana D. Brooks, 293-3428.
- 657—Waterpolo Club, Daniel H. Ziatz, 293-3560.
- 617—The Way Campus Outreach, David E. Samuel, 293-4797.
- 737—Wesley Foundation, Alan W. Jenks, 293-4995.
- 635—Whitewater Club, James Welch, 293-3391.
- 630—Wildlife Society, David E. Samuel, 293-4797.
- 608—Women's Information Center, Judith G. Stitzel, 293-5323.
- 417—Society of Women Engineers, Helen L. Plants, 293-4126.
- 654—Women's Law Caucus, Margaret Mahoney, 293-5301.
- 710—National Organization for Women, Jane B. Riffe, 293-3503.
- 490—Xi Psi Phi, (Dentistry), C. Russell Jackson, 293-2611.
- 398—Xi Sigma Pi, (Forestry), Kenneth L. Carvell, 293-3411.
- 665—Young Women's Christian Association (YWCA), 293-3071.
- 196—Zeta Beta Tau, (Social Fraternity).
- 498—Zeta Phi Eta, (Speech), Enid J. Portnoy, 293-3905.





## Publications

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The *Daily Athenaeum* and *Monticola* are produced entirely by students under supervision of the WVU student-faculty Committee on Student Publications.

### Daily Athenaeum

293-5092

The *Daily Athenaeum* (Ath-u-nee-um) is the student newspaper. You pay a fee at registration which entitles you to receive the paper for the semester. The *Daily Athenaeum* office is at 284 Prospect Street.

### Monticola

293-3824

The *Monticola* (Mon-TICK-oh-lah) is WVU's official yearbook, available for a nominal price. To facilitate full-year coverage, it is printed during the summer and mailed to your home about August 1. The *Monticola* business office is at 284 Prospect Street.

*Monticola* means "dweller in the mountains."

### Reflections

293-5525

*Reflections* is a literary magazine distributed once each fall as a supplement to the *Daily Athenaeum*. Any member of the University community is welcome to submit poetry, prose, or artwork to be considered for publication. The responsibility and support for *Reflections* is shared by the Department of English and the *Daily Athenaeum*. Anyone desiring more information should contact A. Chris Shafer, Department of English, 441 Stansbury Hall.

# Questions, Suggestions, and Grievances

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You have already learned that WVU is large and complex. This does not mean that WVU is insensitive to students or unwilling to accept suggestions for improvement. It does mean, however, that you must know how to work inside the University organization in order to achieve your purposes. Remember that the WVU academic organization is divided into more than ninety departments which in turn are grouped into schools and colleges, and that the support activities require more than thirty-five separately organized units. Many of the departments have enrollments larger than many secondary schools in West Virginia. Success in getting your problems and suggestions handled promptly and effectively depends very much on your investing the time to find the right places to take them.

## Academic Matters

The principal academic officers of the University are the chairpersons of the departments, the directors of the divisions, and the deans of the colleges and schools. Like those who are full-time teachers, they are teachers, too, and in addition are specifically charged with the management of problems of the students and instructional personnel in their units. You can depend upon them for interest in and concern with your problems.

As in all your previous school work, questions or complaints about academic matters—such as grades, course materials, work (study) loads, and the like—should first be discussed with the professor who is offering the course. If the outcome of this discussion is not satisfactory, then contact the chairperson of the department or director of the division that offers the course. The third level of appeal involving academic programs is the dean of the college or school that offers the course. In most cases, the dean can handle the problem, but if the problem warrants committee review, the dean will convene a special committee or refer the problem to a standing committee. Names of deans, department chairpersons, and division directors, and their campus addresses and telephone numbers are in the *West Virginia University Directory*.

At the beginning of every academic year in the fall, each college and school publishes the names, campus addresses, and telephone numbers of members of its standing academic committee. Copies are available to any student upon request in the dean's office and the committee lists are posted.

Suggestions for improving academic programs may be directed to the Committee on Academic Standards in each college or school.

There is one significant limitation on the authority of administrators and others in the treatment of conflicts over grades assigned in course work, through the actions of oral examining committees and the like: *assigned grades can be changed only by the individual or group which assigned them*. This procedure is based on the technical authority of the professor, and is universal practice among the universities of the world. A hearing administrator



or committee may conclude that a grade should be changed, but can merely forward the conclusion to the professor involved. Although a professor can not be ordered to change the grade by any University agency, few professors will refuse to make a change if one is recommended by a properly constituted committee.

Raising questions about grades and grading systems is always helpful. Such questioning will produce fairer and more sophisticated grading if questioning is pursued.

## Other Matters

Students who have questions, complaints, or suggestions involving other activities should contact the director of the office responsible for the activity. Names of directors, their campus addresses, and telephone numbers are listed in the *West Virginia University Directory*. If the problem is not resolved to your satisfaction after initial contact with the director, you should take it to the Vice-President for Student Affairs.

## Further Appeals

If you remain dissatisfied after exhausting procedures with respect to either academic or nonacademic matters, you may take your problem to the Vice-President for Academic Affairs. *All students, faculty, and employees of WVU have the right to appeal any decision to the appropriate Vice-President* by first writing a summary of the case and asking for an appointment to discuss it. You may expect to be asked whether you have exhausted the other means available to you, and to be required to check all other routes. If the problem requires it, a committee will be convened by the Vice-President to make recommendations for action.

## Academic Due Process

All nondisciplinary hearings at WVU are governed by the concept of academic due process. This means essentially that both sides of each problem must be heard by the person conducting the proceedings, and that an accused has the right to face the accuser. In case the decision made is unacceptable there is a right to appeal.

Unless the applicant requests otherwise, student members will be assigned to committees hearing student appeals, and in some cases, appeals committees may be made up entirely of students. Before such academic appeal groups, both parties have the right to advisers and to call and cross-examine witnesses, but University committees do not ordinarily permit technical legal counsel for themselves, for employees, or for students. In the best sense, universities are self-governing communities of scholars. University academic hearing committees are not courts of law and do not conduct adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU and Board of Regents appeals systems have been exhausted.





Moore Hall

# Laws, Policies, and University Regulations

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On and off the campuses, WVU students, faculty, and staff are subject to the same federal, state, and municipal laws as all other citizens. A student may at any time be removed from the University if the student's presence is not conducive to the best interests of the University.

The violation of any rule or regulation of the West Virginia Board of Regents, or of the University, is prohibited. A student who violates any of these rules is subject to disciplinary action which may result in probation, suspension, or expulsion. A student who violates a federal, state, or municipal law on the University campus may be prosecuted by the proper authorities, and also may be subject to University disciplinary action which may result in probation, suspension, or expulsion.

University rules and regulations, and federal and state laws pertinent to WVU students, include the following:

## Alcoholic Beverages

The legal drinking age in West Virginia is 18 for all alcoholic beverages. Those who sell alcoholic beverages are required by law to request positive proof of age before making a sale.

Possession or use of alcoholic beverages on state property, including University-supervised residence halls, is prohibited. Any student who behaves irresponsibly under the influence of alcoholic beverages is considered in violation of University regulations.

## Auto Laws

According to the law, if a student holds a valid operator's license from a state or county other than West Virginia and that license allows the student to drive in West Virginia, then the student is not required to obtain a West Virginia operator's license. Such exemption is effective only if the state of which the student is a resident extends the same privileges to citizens of West Virginia.

If permanent residence is established or if for any reason a person resides in the state for noneducational purposes, the person must apply for a West Virginia license.

For further information, contact the West Virginia State Police at 599-1101

## Banners, Posters, and Stickers

Placing banners, posters, and stickers on University property without proper authorization is prohibited under a state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined \$100. Similar regulations exist for private, city, and county property. Individuals and organizations should obtain appropriate authorization from public offices when banners, posters, and stickers are to be displayed off campus.

## Behavior at Sports Events

Because of the danger to participants in sports, officials, cheerleaders, spectators, and others, students and other spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

## Bomb Threats

West Virginia law makes it a misdemeanor to convey or impart (or to cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, etc. A student violating this law is subject to state prosecution, as well as University disciplinary action in any case where University buildings or facilities are involved.

## Cheating

See *Appendix D* for the official University policies concerning cheating.

## Concessions

A person, agency, or corporation not an authorized representative of the West Virginia Board of Regents is prohibited from selling or taking orders for any item, thing or service, or broadcast by radio or television, or solicit funds in any University facility or at any University-sponsored event without written permission from a University representative designated by the WVU President. The WVU Controller will audit receipts accruing to WVU and its units to be sure there is accurate accounting of funds according to the terms of the written permit or contract.

The sale of items or the solicitation of funds on University property by individuals or organizations is prohibited unless written permission is obtained. Applications for concession permits are available from Student Educational Services, 307 Moore Hall. A permit is issued for one week to recognized student organizations. The applicant must specify the University account to which the income is to be paid and WVU reserves the right to audit the receipts. The applicant must comply with facility usage and scheduling policies, must not compete unfairly with local merchants, and all sales must be solely for the direct of the sponsoring organizations.

A city permit is required for sales or solicitations on non-University (city) property.

## Days of Special Concern

The WVU faculty is asked to observe days of special concern to many students when absences are excused and no examinations or field trips are scheduled. They are Good Friday, Yom Kippur, Rosh Hashanah, the date of Malcolm X's birth (May 19), and the date of Dr. Martin Luther King's birth (January 15).

## Destruction of University Property

West Virginia law and University rules and regulations provide heavy penalties for damaging or destroying University property, and tampering with or damaging fire-fighting equipment. Criminal penalties in such cases range from fines up to \$100 and confinement in jail up to 60 days, to confinement in the penitentiary up to 10 years, depending upon the circumstances. Probation, suspension, or expulsion from the University also will result in cases where students are involved. WVU will make every effort to ascertain the identity of persons damaging or destroying University property and to prosecute such persons to the full extent of the law and University regulations.

## Disorderly Conduct

Disorderly or unlawful behavior, such as engaging in fights, assaults, riots, unlawful assemblies, or the violation of any municipal, state, or federal law, in University buildings or on University campuses is prohibited. Students are also subject to University policies relating to the use of University facilities.

## Dogs, Other Pets

For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

## Drugs

Use of drugs without medical prescription and under a doctor's supervision is prohibited. Use or possession of, or the distribution of, marijuana or other drugs is subject to federal and state prosecution, as well as University disciplinary action.

## Firearms

Possession of firearms, firecrackers, or other explosives on University property—including University-supervised residence halls—is prohibited.

## Fire Equipment

Tampering with fire equipment and the sounding of false fire alarms are prohibited by state law and by University rules and regulations.

## Gambling

Gambling by organizations or individuals, including the chain letter, raffles and games of chance, is prohibited.

## Hazing

Physical and mental hazing of students is prohibited. Violations of this policy may result in student disciplinary action and loss of University recognition for organizations.



## Lost and Found

293-3136/293-3940

Any lost or mislaid articles which are found on WVU property by students, faculty, staff, and the public remain the rightful property of the owner. When lost or mislaid articles are turned over to the University, the University will maintain only temporary or depository possession of the articles until they are claimed by their rightful owners.

## Discovery and Recovery Procedures

1. Students, faculty, and staff who find lost or mislaid articles are required to turn over the articles immediately to the office of the dean or director closest to the location where they are found. Each dean or director's office should maintain a record of the identity of the articles and the dates when received from the finders.

2. Should the office of the dean or director not be open, found articles are to be reported to the Security Office at 293-3136 or 293-3940.

3. Deans and directors will maintain temporary possession of found articles for 30 calendar days following discovery. During this time, the rightful owner may claim such property after providing satisfactory proof of ownership.

4. If not claimed within 30 days, each dean or director's office will arrange for the physical transfer of the property to the Manager of Inventory Control in the Controller's Office.

5. The Manager of Inventory Control shall maintain the depository on behalf of the University until the lost and mislaid articles are rightfully claimed by their owners.

6. Units located off the Morgantown campuses will establish a local depository for lost and mislaid articles.

## Open Forum

West Virginia University is committed to maintaining freedom of inquiry and a forum for open discussion of ideas. Therefore, the University as an institution does not take positions on social-political issues; such actions would stifle the freedom of those faculty, staff, and students who might disagree with positions taken by the institution.

## Parking, Traffic Regulations

Parking and traffic regulations are in effect on the WVU campuses to regulate the heavy flow of vehicles. No state funds are available to provide and maintain parking lots, therefore fees are usually charged.

There are 2,050 free parking spaces provided in four unpaved, graveled lots that are located: (1) off Van Voorhis Road, near the Medical Center Apartments; (2) the area next to the Towers PRT Station; (3) Patteson Drive-side of the Creative Arts Center; and (4) near the Natatorium.

The fifth free parking area is at the Coliseum, where students, faculty, and staff are urged to park and use the inter-campus transportation service because of the scarcity of parking places on the Downtown Campus and at the Medical Center. Shuttle bus service is available every 10 minutes from the



Coliseum Blue Gate to the Engineering PRT Station from 7:15 a.m. to 5:15 p.m., Monday through Friday, while school is in session.

University parking regulations are enforced by security officers and parking attendants. Failure to abide by parking and traffic regulations can result in substantial fines and towing charges.

A WVU parking permit, issued for a specific parking area, is necessary for parking on the campuses. **Because parking space is limited, parking permits also are limited and are not issued to freshmen; to students who live in residence halls, fraternity, or sorority houses; or to students who live within walking distance of the campuses.**

A University-maintained parking garage is located behind Mountainlair for the use of all persons. A fee is charged, payable in exact change when you leave the garage. (This fee is subject to change.) There are also city and private parking lots.

WVU does not assume responsibility for any vehicle or its contents while it is parked on the campuses. Likewise, WVU does not guarantee that parking spaces will be available. Students are advised not to bring automobiles to campus.

Parking is prohibited on campus roads (including Evansdale Dr., Fine Arts Dr., and Medical Center Dr.) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

A brochure on parking and traffic regulations and the Inter-Campus Transportation Schedule may be obtained from the Parking Control Office, 383 Oakland Street (Evansdale), 293-5502.

## Towing Review Committee

The University maintains a special review committee to investigate questions, suggestions, and complaints about problems arising from the towing of motor vehicles from University parking lots. This committee is composed of three members: the President of the Student Body, the Director of University Security, and the Vice-President for Student Affairs, or his designee, who serves as chairperson. Problems should be reported to the Vice-President in Moore Hall.

## Bicycles

For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden. Racks for bicycle parking are provided on the campuses.

## Passports

Persons who plan to travel abroad and who need a passport can obtain one by applying through the Morgantown Post Office.

Along with the completed application, one must submit: (1) two full-face pictures taken in the last six months (these must be 2 x 2 inches), (2) a valid driver's license (if one does not have a driver's license, an affidavit must be obtained at the Post Office, filled out, and returned in place of a license), (3) a birth certificate with a raised seal (persons who have obtained a passport in the

past can submit the old passport in place of the birth certificate); and (4) a check or money order for \$13.00 made payable to the Passport Office.

Since the process takes at least two or three weeks, you should submit passport applications at least six weeks before the trip. For further information call 599-7741 and ask for passport information.

## Records

Falsification in any detail of records of WVU or of any other institution relied upon by WVU (application for admission, grade transcript and other academic records, health records, change slips, etc.) or misrepresentation of a person's identity is prohibited. Any admission to the University gained by means of false application records (and all grades, awards, certifications, diplomas, and degrees earned in the interim) shall be rescinded and cancelled upon discovery and proof of the falsification.

## Representing the University

To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. The records of students whose status is questionable should be checked by the department or school at the Office of Admissions and Records before their participation.

## Residence Halls Rules and Regulations

Each residence hall has a list of rules and regulations which are included on the contract each resident signs. (Also see *Appendix C*.)

## Smoking

For health and safety reasons, state law prohibits smoking in school buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "No Smoking" signs are posted. Some colleges and schools have adopted additional restrictions against smoking.

## Speaker Policy

Recognizing that freedom of expression and communications is essential to education, WVU supports the right of students to listen to diverse points of view as expressed by speakers they may invite to the campus. Accordingly, recognized student groups may invite speakers to the campus whether or not the speakers' viewpoints are congenial to the University.

## Illegal Use of Telephones

Placing long-distance telephone calls by using fictitious and unauthorized billing numbers is a federal and state criminal offense that can result in up to 10 years in jail and a \$1,000 fine. The C & P Telephone Company will prosecute

those involved in such cases. New techniques permit prompt detection of offenders.

## Use of University Facilities

WVU property and facilities are limited to use for educational and cultural activities by organizations formally approved by WVU. No admission charge can be collected for these activities unless the expected revenue is to go to the University, one of its branches, or to the WVU Foundation, Inc., for the benefit of the University.

A concession permit is required if a recognized student organization plans to charge admission or solicit funds at any event in University facilities.

## Voter Registration

Students who desire to vote in Monongalia County must first register at the Monongalia County Clerk's Office in the Monongalia County Court House. Anyone who is 18 years of age or older or who will be 18 by the next General Election is eligible to register. Students registered to vote in another county must first cancel their prior registration through the Monongalia County Clerk's Office. The County Clerk's Office is open 9:00 a.m.-5:00 p.m., Monday through Friday, and from 9:00 a.m. until noon on Saturday. For further information, call 291-7238.

## Disciplinary Procedures and Due Process

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A student involved in disciplinary action is entitled to the following due process rights: a formal written notice of charges; sufficient opportunity to prepare to rebut the charges; an opportunity to confront his/her accusers and to present evidence on his/her own behalf at any hearings on the charges; an unbiased hearing tribunal; an adequate record of the proceedings; and, if the hearing tribunal is authorized to recommend expulsion or a lengthy suspension from the University, an opportunity to have retained counsel (at the student's expense) at any hearings on the charges.

If you are accused of committing an offense in violation of the rules and regulations of the West Virginia Board of Regents or of the University in applying for admission to the University or while you are enrolled in the University, your case is reported to the Vice-President for Student Affairs, who has the responsibility for reviewing the charges, and, if necessary, along with the SES staff, presenting the case to the Special University Senate Committee on Student Discipline.

The committee, which consists of three faculty members and two students appointed by the University Senate, hears and makes recommendations on all cases presented to it. Recommendations of the committee may be appealed in writing to the President. No student can be expelled by anyone other than the President. Any adverse action taken by the President may be appealed in



writing to the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston WV 25301.

WVU students are governed by federal, state, and municipal laws, the policies, rules and regulations of WVU and by "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities," as enacted by the West Virginia Board of Regents. (See *Appendix A*.)



# Appendix A—

## Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities

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### SECTION 1. GENERAL

**1.01 Authority**—These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia code of 1931 as amended, and, to the extent the same are applicable, the Administrative Procedure Act of the West Virginia Code of 1931 as amended.

**1.02 Purpose** — The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the state colleges and universities.
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

**1.03 Effective Date**—These policies, rules, and regulations are effective immediately in as much as they cover any general or emergency situation that might arise at any state college or university, and as rules relating to student conduct as defined in the Administrative Procedure Act of the West Virginia Code of 1931 as amended, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

**1.04 Filing Date**—These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970.

### SECTION 2. DEFINITIONS

**2.01 Board of Regents**—The West Virginia Board of Regents.

**2.02 Institution or Institutions** — Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

**2.03 President**—The chief executive officer of the institution, whatever his title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

**2.04 Property**—Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institution community.

**2.05 Activity**—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

**2.06 Facility**—Any and all property of an institution used or usable in any activity of an institution.

**2.07 Campus**—All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.



**2.08 Faculty**—Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

**2.09 Staff**—Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

**2.10 Student**—Any person who has been admitted to an institution to pursue a course of study, research or service, and who has not been graduated or dismissed from such course, and who has some right or privilege to be on the campus or in the facilities of the institution, or use the same, in connection with his study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

**2.11 Member of the Institution Community**—Any officer, administrator, faculty member, staff member, employee, or student of or at an institution, as well as any person participating in an institution activity at the time applicable.

### **SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

**3.01 Freedom of Expression and Assembly**—The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution pertaining to freedom of expression and assembly.

**3.02 Freedom of Association**—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

**3.03 Right to Privacy**—The student is entitled to the same safeguards to his rights and freedoms of citizenship as are afforded his peers outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect for his personality, including freedom from unreasonable and unauthorized searches of his living quarters.
- c. Confidentiality of his academic and disciplinary records.
- d. Legitimate evaluations made from his records.

**3.04 Academic Responsibilities**—The institution shall define and promulgate, subject to the control of the Board of Regents, the academic requirements for graduation, the conditions leading to and attendant upon academic probation, and the requirements for student honesty and originality of expression.

- a. The student is responsible for fulfilling course work requirements.

- b. The student shall be graded solely on performance measured against academic and related standards.
- c. The student shall be protected against prejudicial or capricious academic evaluation.

**3.05 Responsibilities of Citizenship**—The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, he is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

**3.06 Disciplinary Proceedings**—Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Rules and regulations shall be promulgated by each institution consistent with policies, rules, and regulations of, and subject to the control of, the Board of Regents.

## **SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS**

**4.01 Conduct Required in General**—All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

**4.02 Prohibited: Disorderly Conduct**—Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institution property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

- a. Fights.
- b. Assaults or battery.
- c. Riots.
- d. Unlawful assembly.
- e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

**4.03 Prohibited Conduct: Theft or Damage of Property**—No student shall, individually or by joining with one or more others, appropriate to his or their own use, or steal, or intentionally damage or destroy any institution property or facilities or the property of any member of the institution community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

**4.04 Prohibited Conduct: Disruption**—No student shall, by himself or by joining with one or more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institution community.
- c. Intentionally injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institution community or persons lawfully on the institution's campus, property, or facilities.
- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institution officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

**4.05 Prohibited Conduct: Discrimination**—No student shall, by himself or by joining with one or more other persons, promote or demand action on their part or any other member of the institution community that would constitute unlawful discrimination on the basis of race, sex, color, or political affiliation.

## **SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS**

**5.01 General Powers, Authority, and Duties of the Presidents**—The president of each institution shall be the chief executive officer of the institution of which he is the head. He shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be his duty to attend to and administer the laws of the State of West Virginia which may be applicable to the campus, the policies, rules, and regulations of the Board of Regents, and the policies, rules, and regulations of the institution of which he is president. Each such president is hereby clothed with authority requisite to that end, subject to the control of the Board of Regents.

**5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility**—Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution of which he is president.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

**5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline**—The president of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution of which he is president.

The president, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents. All disciplinary regulations and channels now in existence and operation at any institution shall remain in effect and shall be used until modified, except as such regulations and channels shall be deemed modified and amended by these policies, rules, and regulations.

**5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institution Property or Facilities**—The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president, thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents. All presently existing such regulations shall remain in full force and effect until modified or amended in conformity to these rules, except as the same shall be deemed specifically modified and amended by these rules.

**5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institution Property or Facilities, and Restrictions Imposed**—Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his conduct or his speech or expressions causes, or, in the opinion of the president of the institution or his delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution or his delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

**5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations—**

The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

**5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution Property or Facilities—**Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or to prevent interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

**5.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures—**When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institution activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the president of an institution at which such occurrences happen to take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, he shall take any or all of the following actions or other appropriate actions:

- a. Declare a state of emergency to exist on the campus, and:
  - i. close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
  - ii. impose curfews on the presence of persons in or on institutional facilities or property;
  - iii. place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
  - iv. enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
- b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i.) first advised, told, or notified that his action or conduct is prohibited, and who (ii.) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.
- c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

**SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS**

**6.01 Application to Students—**Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he is a student if he is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time he is also an employee of the Board of Regents, or he is not presently registered for current classes or course, research or service programs. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

**6.02 Sanctions in Disciplinary Action—**The following sanctions may be imposed upon students as a result of disciplinary action by an institution.



- a. Probation—exclusion from participation in certain institution activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified activity during the period of probation.
- b. Suspension—exclusion from all institution activities for a definite stated period of time, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion—termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Sanctions of lesser severity may be imposed in any case, depending upon the finding of extenuating circumstances and the discretion of the president of the institution or the Board of Regents, whoever might be dealing with the case at the time. Each institution shall identify in its student handbook or other similar publication the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

**6.03 General Requirements for Disciplinary Channels**—Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to sections 3.06 and 5.03, hereof, or any of these policies, rules, and regulations, shall provide, among other things, at least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.
- b. The hearing board shall have jurisdiction of cases involving the alleged violations be sections 4.02, 4.03, and 4.04 of these policies, rules, and regulations, and of cases involving students suspended pursuant to section 508 b of these policies, rules, and regulations.
- c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
  - i. to hear evidence;
  - ii. to make findings of fact from the evidence presented;
  - iii. to make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
  - iv. to refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the president may deem appropriate.

**6.04 Procedural Standards in Disciplinary Proceedings**—In any disciplinary proceedings before a hearing board established pursuant to section 6.03, brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least:
  - i. a statement of the policy, rule, or regulation which he is alleged to have violated;
  - ii. a statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
  - iii. a statement that a hearing will be had before the hearing board on the charges, together with notice of the date, time, and place of the hearing; and



- iv. in cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least five days prior to the hearing if the attorney will be present at the proceedings).  
It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.
- b. Said written charges shall be served upon the student charged by one of the following means:
  - i. handing a copy to him in person, if he can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
  - ii. mailing, via certified mail, a copy to him at the residence he uses while in attendance at the institution, as last noted on his official records at the institution; or
  - iii. if he is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his last known permanent or home residence as disclosed by his official records at the institution.  
It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden himself, refused mail, or shall have failed to notify the institution of his current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.
- c. A hearing shall be had at the date, time, and place specified which shall provide the student a reasonable amount of time to rebut the charges, unless postponed by the hearing board for good cause shown. The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:
  - i. The accused student has the right to have an advisor with him, but such advisor may not be a person other than his parent or guardian, a student at the institution, or member of the faculty or staff of the institution, unless specifically permitted by name by the hearing board or unless provided pursuant to section 6.04 a. iv. of these policies, rules, and regulations relating to sanctions involving expulsion or suspension (the college or university may request legal counsel through the Office of the Chancellor);
  - ii. All material evidence may be presented subject to the right of cross-examination of the witnesses;
  - iii. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter;
  - iv. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.
- d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
- e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. After the time for making objections or exceptions as may be provided in the institution's rules and regulations shall have elapsed, the president shall take such action as he finds appropriate under all the circumstances

**6.05 Review by the Board of Regents**—The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require. In addition, the Board of Regents may, pursuant to such procedures as the Board of Regents may specify, grant an appeal from the disciplinary action of any president on the record of the case submitted and on leave of the Board of Regents first obtained. In reviewing student appeals, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

## IMPORTANT NOTICE

Certain revisions have been made to the Board of Regents Policy on Student Rights, Responsibilities, and Conduct in West Virginia State Colleges and Universities, as a result of a 1977 State Supreme Court of Appeals decision. The decision outlined in West Virginia State Colleges and Universities certain due process provisions of the State Constitution which were judged to be applicable in the expulsion of a student from a state supported institution of higher education.

The policy now provides that each institution list in its student handbook offenses for which a student who is found guilty may be subject to suspension or expulsion; inform a student of the right to have legal counsel at the student's expense; and provide the student a reasonable amount of time to rebut charges.

In accordance with the above policy, the following statement is promulgated. A student who is found guilty of any of the following acts may be subject to the maximum sanction of suspension or expulsion as recommended by the University Discipline Committee:

*Dishonesty:* All forms of dishonesty including cheating, plagiarism, knowingly furnishing false statements in any University disciplinary proceedings, and forgery, alteration, or use of institution documents or instruments of identification with intent to defraud.

*Disorderly Conduct:* Disruptive picketing, protesting, or demonstrating on University owned or controlled property or at any place in use for a University sponsored or supervised function. Such disruptive activity includes:

- a. Unauthorized occupancy of University facilities or buildings.
- b. Interference with the rights of students, faculty, and staff to gain access to any University facility for the purpose of attending classes, participating in interviews and conferences, or for any other authorized purpose.
- c. Interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance.
- d. Deliberate interference with University pedestrian or vehicular traffic. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions. Failure to comply with direction of University officials, security officers, and any other law enforcement officers acting in performance of their duties.

*Possession of Firearms or Dangerous Weapons:* Possession of firearms or other dangerous weapons on University owned or controlled property frequented by the public, except in the course of an authorized activity; or possession of weapons in residence halls on University property in violation of residence hall rules. Intentional possession on University owned or controlled property of a dangerous article or substance as potential weapon, or of any article or substance calculated to injure or discomfort any person.



*Infliction or Threat of Bodily Harm:* Assault, battery, hazing, abuse of or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University owned or controlled property or at a University sponsored or supervised function.

*Theft or Unauthorized Possession of Property:* Theft, malicious destruction, commandeering, misuse or damage of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property. Unauthorized possession of keys to University owned or controlled property.

*Unauthorized Use of Emergency or Safety Equipment:* Tampering with or unnecessary use of college fire alarm systems and fire-fighting equipment.

*False Reporting of Emergency:* Intentionally false reporting of a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property.

*Possession of Illegal Drugs:* Possession, use, or furnishing on the campus or in University owned supervised property of any drugs; the possession, use, or furnishing or which is illegal by municipal, state, or federal law.

*Violation of Disciplinary Probation:* A finding of guilty of a further violation of any University regulation in the case of any student who is already on a status of disciplinary probation.

*Commission of Crimes:* The commission of any crime listed in the State Statutes, Federal Statutes or municipal ordinances which is punishable by imprisonment or confinement in jail.

Any student who is charged with a violation of any of the offenses described above will be notified in writing of the possibility of suspension or expulsion if found guilty and of his opportunity to retain legal counsel at his own expense at the hearing conducted by the University Discipline Committee. The student must notify the Discipline Committee at least five days prior to the hearing if an attorney will be present at the proceedings.

# Appendix B—

## West Virginia University Policy on the Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act of 1974 is a Federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for Federal Income Tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members, individually and collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Office of Student Educational Services including the Counseling Service, Foreign Student Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory



statements for inclusion in their files if they feel the decisions of the hearing panels be unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make request to the office maintaining the particular education record desired to be reviewed listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access **only** to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice-President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven-member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA).



Department of Health, Education, and Welfare, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the Act.

Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

## **Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information**

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the Deans and Directors also maintain a Directory of Records which lists all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

*Category I:* Name, address, telephone number.

*Category II:* Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

*Category III:* Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, names and addresses of parents.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

# Appendix C—

## Residence Halls

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### STAFF

The University owned residence halls are managed by a Residence Halls program staff and a Housing Office staff. Both staffs report to the Vice-President for Student Affairs.

The Head Resident and Resident Assistants (RAs) are members of the Residence Halls program staff and have responsibility for the well-being of all residents. They live on the floors with the students and maintain a close working relationship with the Housing Office staff. They are always ready to help with whatever concerns you may have.

The Food Service Manager of each hall, together with a trained staff, is a member of the Housing Office staff. The Food Service Manager's main responsibility is to provide good, well-balanced meals. The Food Service Manager is always open to suggestions; if you have questions concerning the food, make a point to discuss them with the Food Service Manager.

The Housekeeper, also a member of the Housing Office staff, is responsible for keeping your residence hall a clean, healthful, pleasant place. If you have any questions, direct them to the Housekeeper.

### SOCIAL ACTIVITIES

Residence Hall councils have important roles in residence hall living. Each hall has a council composed of students elected during the first half of the First Semester. These students have important roles in providing activities in the cultural, social, and intellectual areas, such as listening groups, variety shows, dances, movies, lecture series, special weekends (Mountaineer, Homecoming), intramurals, and holiday programs.

### RESIDENCE HALLS

The University owned residence halls include Arnold, Boreman South, Boreman North, Dadisman, Stalnaker, and the Towers. All halls are on the Downtown Campus except the Towers which are on the Evansdale Campus. All halls provide housing for undergraduate students. Facilities consist of lounges, sun decks, laundries, study rooms, luggage storage rooms, and a dining room.

Most of the rooms accommodate two persons. There are a few singles and triples.

### YOUR ROOM

The residence hall rooms are furnished with closets, single beds, study desks and chairs, dressers, wastebaskets, mattresses, pillows, study lamps, and curtains. Sheets and pillow cases are furnished and laundered by the University. Blankets, bedspreads, and towels are provided by the student.

If you wish, you may bring additional items such as clocks, radios, record players, additional lamps, and bookcases. All electrical items must be approved by the Underwriter's Laboratory.

Refrigerators are available on a first-come, first-served basis. If you desire one in your room, contact the Housing Office.

No privately owned refrigerators, air conditioners, cooking appliances, hot plates, or water beds may be kept or used in the halls. The use of extension cords is prohibited.

In addition to the above items there are obviously many, many things that would be neither safe nor desirable in student rooms. *Because an item is not explicitly excluded does not necessarily mean that it is permitted. The safest practice is to contact the Housing Office for a ruling if no precedent exists or if there is any doubt at all.*

Nails, tacks, or adhesives of any kind are not to be used on doors, walls, or other areas in the room. University equipment must not be removed from your room or the building. Questions regarding this matter should be directed to the Housekeeper.

Needed room repairs should also be reported to the Housekeeper.

## ROOM CHANGES

All room changes must be approved by the Head Resident and the Housing Office. If you desire to make a room change, you should first contact the Head Resident in your hall or a designated staff member.

## LAUNDRY

Facilities for washing and drying clothing are available for residents in each hall during designated hours. Any mechanical difficulties with this equipment should be reported to the housekeeper.

## LOUNGES AND RECREATION AREAS

Lounges and recreation rooms are for the exclusive use of the hall residents and their guests. All residence halls will close at a previously announced hour, after which only the residents will be permitted to remain. All guests, except those registered to stay overnight, must leave the building at the closing hour.

## MAIL SERVICE

Mail is delivered to each residence hall by the U.S. Postal Service. You will receive your mail without delay if you have it addressed to you as follows:

Name \_\_\_\_\_  
Room \_\_\_\_\_ Hall \_\_\_\_\_  
WEST VIRGINIA UNIVERSITY  
MORGANTOWN, WV 26506

## KEYS

Room keys are signed out to residents when they register in their halls. You are urged to exercise extreme caution to safeguard your key, and to carry it with you at all times. Your key is for your protection. WVU is not responsible for loss of property. Residents should always keep their doors locked when not in their rooms. Any loss should be reported to the Head Resident.

If a resident loses a room key, the housekeeper will sign out a replacement key for a period of two weeks and a charge of \$3.00. At the end of two weeks, the resident may return the replacement key and receive a refund of the money or a new lock will be installed, and new keys will be issued to the resident and the roommate at a charge of \$12.00 to the person who lost the key.

At the end of the year, or when a student moves from the residence hall, the key which was issued at the time the student took possession of the room must be returned or a charge of \$12.00 will be made to replace the lock and keys.

## TELEPHONE SERVICE

Telephone service is provided in all residence hall rooms. All telephones have individually assigned numbers. The first three digits (293-) identify the phone as part of the WVU Centrex system. Intercommunication among the telephones of the campus system is available by dialing the last four digits. Off-campus calls can be made by dialing 9 and then the local seven-digit Morgantown number. When placing a long-distance call from a WVU residence hall, it is essential that you have a Special Billing Number. This number is issued to persons living in residence halls. This number is valid only for long-distance calls placed by dialing the digit "1" from University residence halls. Students may obtain a Special Billing Number from the C&P Telephone Co., 145 Fayette Street. Collect calls can be accepted on Residence Hall telephones by utilizing your Special Billing Number.

The telephone numbers are assigned by room rather than by student. Thus, if you change rooms, your telephone number will change.

(For additional information concerning the University's telephone system, see page 2 of the *WVU Directory*, a copy of which is provided in each residence hall room.)

## **GUEST HOUSING AND MEALS**

Overnight guests of the same sex are permitted only on Friday and Saturday nights. The host or hostess must register the guest at the main office. Guests are expected to observe rules of the hall, and the host or hostess is responsible for the behavior of the guest. A University student of the same sex who stays overnight as a guest of a resident for purposes of study on weeknights must also register.

There is no charge for these guests. The University will furnish sheets and pillow cases for a \$1.25 fee.

Meal tickets for guests may be purchased at the dining hall from the Food Service Manager. Only residents or guests with meal tickets may eat in or are permitted in the dining room.

The same person may not be a guest more than three times a semester.

## **QUIET HOURS**

Residents must observe reasonable quiet hours at all times, both inside and outside the hall.

Quiet hours are established by a vote of the residents by floor in order to give everyone an opportunity to study and rest. Restraint in the use of radios, record players, or equipment, such as typewriters, is essential.

It is the University's expectation that:

1. The volume of the stereos will be kept at a level that cannot be heard outside the room.

2. At the initial floor meeting, residents will determine quiet hours by a majority vote. Even when quiet hours are not in effect, the noise level must not deter those residents who want and need to study at that time. Quiet hours will be in effect in the entire hall from the closing hour until noon the following day.

3. Those wishing to listen to stereos after the closing hour of the hall will use earphones.

## **OPEN HOUSE**

Guidelines for open house, the time during which residents of the opposite sex may visit each other in the residence hall rooms, will be made available to Residence Halls officers early in the semester. The Hall Councils then decide on the hours and administer the activity within those guidelines.

## **DINING ROOM/FOOD SERVICE**

Three meals a day are provided, Monday through Saturday, and the morning and noon meals on Sunday. The meal schedule and daily menus are posted at each dining hall.

For pleasant dining, you are expected to display courteous behavior in the dining room and serving line. You may take your choice of entrees offered with each meal. At the conclusion of each meal, you are responsible for removing your tray from the table to the place indicated.

Tableware and food are not to be removed from the dining room.

## **FIRE PROCEDURES**

All persons in residence halls are required to leave the building when they hear a fire alarm or are notified of a bomb threat by a member of the Residence Hall or University staff. Turning in false fire alarms or reporting false bomb threats are prohibited by State law. Any person found violating this law will be reported to the proper authorities for prosecution.

Students are prohibited from tampering with the fire extinguishers or other fire equipment. State law requires that extinguishers always be in condition for use.

If a fire is detected, you should

1. Set off the nearest alarm.

2. Call or go to the Residence Hall office and inform the staff member on duty about the nature and location of the fire (If you can't locate the staff member on duty, any staff member may assume responsibility.)

3. You must leave the building via the exit designated by the staff member on your floor. It will be pointed out to you upon your arrival as a resident in the hall.
  4. Before leaving your room when the alarm goes off:
    - A. Turn on the overhead lights.
    - B. Close your windows.
    - C. Put on shoes (not bedroom slippers).
    - D. Carry a large towel for head and face protection against flames and smoke.
    - E. Close your door as you leave.
  5. Walk calmly to the exterior of the building via your assigned exit.
  6. Be sure the stairway door is closed behind you if no other residents are following you.
  7. Do not return to the building until the signal is given by the staff member in charge.
- Treat a fire alarm as though a serious condition exists. You will have no indication whether it is real or a drill.

The Head Resident will report to the Fire Chief that the building is evacuated and also will leave. All staff and residents will remain far enough away from the building to allow the firemen to work unimpeded. The Head Resident will inform the residents when they may return to their rooms.

If you detect a minor fire, you may try to put it out with the nearest fire extinguisher. If this fails, you must then use the procedure described above. If you succeed in extinguishing the fire, you still must report it immediately to the staff member on duty so that a professional can check to see that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly.

*False alarms are taken seriously by University officials. False alarms are always serious, though very immature actions. Persons found guilty of setting off a false fire alarm are subject to removal from the University Residence Hall, suspension from the University, and prosecution to the full extent of the law.*

## **ILLNESS**

The University maintains a Health Service at University Hospital. Students are invited to consult the Health Service staff at any time. Each resident is responsible for reporting to the residence hall staff member on duty any illness or injury so that prompt and adequate attention can be given.

If illness prevents your return to the hall after a weekend or other period of time away from the campus, you must notify your Head Resident.

Special arrangements for a sick tray may be made with the Food Service Manager by your roommate or Resident Assistant.

## **RESIDENCE HALL CONTRACT**

A student assigned to a residence hall is required to sign a contract to live in the hall for the entire academic year. Assignments made after the beginning of an academic year are for the balance of that year.

The contract is designed to provide maximum individual freedom limited only by regulations essential for harmonious group living.

The University strives to make available the highest living standards at the lowest possible cost to the students.

### **I. General Conditions**

A. The student agrees to pay the University as outlined under Part III of the residence hall contract.

B. The University reserves the right to inspect rooms at any time, and to take steps necessary for the proper conduct of its housing program.

C. *The University reserves the right to make reassignment of accommodations as the staff may deem necessary.* The University may terminate the contract and take possession of a room at any time for violation of the provisions of the contract and/or University regulations. If a student is asked to leave the hall because of disciplinary reasons, the student is still held responsible for payment of the room rent portion of the



contract until the end of the academic year, but the student is not allowed to return to that hall for any reason.

If a resident's roommate leaves, the student remaining in the room will be required to either: (1) find another roommate, or (2) move into another room where there is a vacancy.

D. The student agrees to be familiar with all regulations that the University and the governing bodies of the residence halls have enacted or may enact, and these rules and regulations are the conditions of residence in the halls.

E. Cancellation after the "no refund" dates listed in the Cancellation and Refund Policy, set forth in the WVU Residence Hall Contract, for any reason other than official withdrawal from the University, means that the student must pay the room rent for the balance of the contract period.

F. Residence hall rooms are for student residents only. No one is permitted to use the rooms, buildings, or adjacent grounds for commercial purposes unless written permission has been granted by the Director of Housing.

G. All residents are required to vacate and remove personal belongings from the rooms upon termination of the housing contract, not later than 24 hours after their last examination, or their official withdrawal from the University. The residence halls are closed during all University recesses and students are not charged for these periods. The University reserves the right to use rooms in any of the residence halls during recess periods and will give written notice of intent well in advance.

H. Residents are not permitted to bring intoxicating beverages into the residence halls, or to use or retain such beverages in the halls.

I. Dangerous drugs and narcotics, as defined and prohibited by state and federal statutes, are prohibited in residence halls.

J. Possession or use of firearms, weapons, fireworks, gasoline, flammable liquids, explosives, and volatile chemicals, or other materials which endanger health or safety, are prohibited.

K. Gambling is forbidden.

L. For health and safety reasons, dogs, cats, mice, birds, and other animals or pets are not permitted in residence halls.

M. The student agrees to maintain regular quiet hours of study.

N. Tampering with or misuse of fire alarm systems and fire-fighting equipment is prohibited, extremely dangerous, and illegal. Violators will be prosecuted to the full extent of the law, which may include both a fine and a prison sentence, and are subject to removal from the residence hall and suspension from the University.

O. The residence halls are operated for the appropriate use of University students, University employees, and their guests. Proper University identification may be required at any time.

P. For safety reasons, nothing may be thrown from a residence hall window. Students are also expected to refrain from leaning out of windows. Screens are not to be removed.

Q. Each student is expected to inform someone in the student's residence hall if the student intends to remain away overnight. This rule may be complied with by informing your Resident Assistant, Head Resident, roommate, or suitemate as to where you will be. This information will be used only if an emergency arises that requires the University's getting into contact with you.

R. Assigned occupants of each room are financially responsible for keeping the room and its contents in good order and free of damage. Residents are liable for damage to University property. Students must pay for any damage or extra custodial service.

S. For your protection, complete a "Residence Hall Room and Property Inventory" report on the condition of your room. This report form is supplied by the housekeeping department and must be filed with your Resident Assistant within 24 hours after you move into your room.

T. West Virginia University is not liable for the loss of money or valuables by any person, or for the loss or damage to property belonging to a resident. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that proper insurance be obtained to protect yourself and your personal property.

## **II. Conditions of Assignment**

A. Upon receipt by the Housing Office of the advanced housing fee, completed application cards, and contract properly signed, WVU agrees to provide in the residence hall, if space is available for the specified academic year, second semester, or summer session, living accommodations and meals as outlined, and to grant to the student the use of the facilities of the residence hall.

B. Upperclass students (sophomore, junior, and senior) currently living in residence halls who desire to make application for the following year will be required to submit a new application and \$50.00 advance housing fee. These students will be notified of the procedure to be used for room drawing and when applications are being accepted. Room assignments will be made as soon as space is available. If demand is such that more space is needed for freshman students at the beginning of the academic year, an additional person may be temporarily assigned to upperclass students' rooms.

C. Only those applicants who have been admitted as students at WVU by the Office of Admissions and Records and have paid their advance housing fee will be assigned space in a residence hall.

## **III. Payments**

A. Although the room and board contract is for the full academic year, the invoices are sent for only one semester at a time.

Payment of the room and board fee for the First Semester is due immediately upon receipt of the invoice which will be placed in the student's mailbox sometime during the first week of the semester. Invoices for the Second Semester will be placed in the mailboxes the first week of the Second Semester and payment will be due immediately.

Make check or money order payable to West Virginia University. Remit payment to the WVU Cashier's Office. Identify all payments with student's name, student number, and purpose of payment.

B. The resident may be required to vacate the room in the residence hall and/or discontinue eating in the dining room if delinquent room and board charges are not paid. The University may hold up grades, transcripts, registration, and graduation in such cases if necessary.

C. The Housing Office may make modification or exceptions to the payment dates.

# Appendix D—

## Cheating

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The academic development of students and the overall integrity of the institution are primary responsibilities of West Virginia University. Cheating is condemned at all levels of life, indicating an inability to meet and face issues and creating an atmosphere of mistrust, disrespect, and insecurity. In addition, it is essential in an academic community that grades accurately reflect the attainment of the individual student. Faculty, students, and administrators have shared responsibilities in maintaining the academic integrity essential for the University to accomplish its mission.

### Responsibilities

Students should act to prevent opportunities for cheating to occur, and in such a manner to discourage any type of cheating.

Faculty are expected to remove opportunities for cheating, whether related to test construction, test confidentiality, test administration, or test grading. This same professional care should be exercised with regard to oral and written reports, laboratory assignments, and grade books.

Deans and department chairpersons are expected to acquaint all faculty with expected professional behavior regarding academic integrity, and to continue to remind them of their responsibility. Deans and department chairpersons shall assist faculty members and students in handling first-offense cheating allegations at the lowest possible level in the University, and with discretion to prevent damage to the reputation of any person who has not been found guilty in the prescribed manner.

Each member of the teaching faculty and all other WVU employees, including but not limited to assistants, proctors, office personnel, custodians, and security officers, shall promptly report each known case of cheating to the appropriate supervisor, department chairperson, or dean of the school or college concerned.

### Cheating Defined

Cheating is defined to include any of the following:

1. Obtaining help from another student during examinations.
2. Knowingly giving help to another student during examinations.
3. The use of notes, books, or any other source of information during examinations, unless authorized by the examiner.
4. Obtaining without authorization an examination or any part thereof.
5. Plagiarism: submitting for credit, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation, or other product, or commercially-prepared paper.
6. Altering, or causing to be altered, the record of any grade in a grade book, office, or other record.
7. Taking an examination or doing academic work for another student, or providing your own work for another student to copy and submit as his/her own.
8. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course.

### Procedure for Handling Cheating Cases

**Step 1.** At the discretion of the student, faculty member, and chairperson of the department, some cases involving cheating where there is an admission, in writing, of guilt by the student may be satisfactorily resolved at the departmental level. The maximum penalty at Step 1 is an "F" in the course. Whenever a penalty is administered, the facts of the case shall be reported in writing to the dean of the college or school, and a copy forwarded to the Vice-President for Student Affairs for the Vice-President's

permanent records. In cases wherein cheating occurs in a college or school other than that in which the student is a degree candidate, the results of the case shall be reported to the dean of the college or school in which the student involved is enrolled.

*Step 2.* When the student denies guilt, or the faculty member or department chairperson feels the penalties available at Step 1 are insufficient for specific act, the dean of the college or school in which the course is offered shall be notified in writing of the specifics of the case. The dean shall then implement the following steps:

a. Formal notification to the student of the charges and the nature of the evidence, which if proved would justify action.

b. Opportunity for the student and witnesses to respond in writing, rebutting the charges.

c. Opportunity for the student to request that the case be forwarded by the dean to the West Virginia University Student Discipline Committee (Step 3).

d. If the student admits guilt in a signed statement to the dean, or is found guilty, the dean shall prescribe the penalty deemed appropriate. Allowable penalties for Step 2 include "F" in the course, written reprimand, and probation. The dean shall promptly report thereon in writing to the President of the University and shall at the same time place a copy of such report in the permanent record of the student concerned and forward another copy to the Vice-President for Student Affairs for his records. A copy of such report will also be forwarded to the dean of the college or school in which the student is enrolled. The purpose of this copy of the report is to provide information in the event that further discipline or penalty may be deemed warranted by the dean of the college or school in which the student is a degree candidate. These records will be maintained by the deans until the student graduates, at which time the records will be destroyed.

e. The dean shall have the prerogative to refer any first-offense cheating case to the West Virginia University Student Discipline Committee. If the cheating allegation is a second offense, it shall be referred automatically to the West Virginia University Student Discipline Committee (Step 3) for action under its guidelines.

*Step 3.* The West Virginia University Student Discipline Committee shall handle cases on cheating referred by a dean or requested by a student. The case must be heard using the Committee on Student Discipline guidelines. If the Student Discipline Committee finds the student guilty of cheating, it will recommend the penalty it deems appropriate under the circumstances to the President of the University and to the appropriate deans. Allowable sanctions in these cases include, but are not limited to, probation, suspension, or expulsion.

## **Appeal**

The student may appeal to the President of the University any and all decisions of a dean, department chairperson, or Student Discipline Committee, in accordance with standard operating procedures as spelled out in the President's statement on due process of January 29, 1971. Appeals in regard to decisions made by the University's President may be taken to the Board of Regents.

## **Criminal Act in Connection with Cheating**

If a student admits in writing that he/she has been guilty of cheating, or is found guilty of cheating by the Student Discipline Committee, in a case involving what is believed to be a criminal offense—such as theft of an examination or test materials, alteration of records, forgery, breaking or entering buildings, offices, desks, safes, or filing cabinets, damage to property, and other similar misconduct—the academic penalties and discipline as herein prescribed shall be applied. In addition the facts of the case will be presented to the appropriate prosecuting attorney for further investigation and for such criminal or other action as may be warranted.

*(Effective Date: August 15, 1979.)*



## HAIL, WEST VIRGINIA

Let's give a rah for West Virginia, and let us pledge to her anew,  
Others may like black and crimson, but for us it's Gold and Blue—  
Let all our troubles be forgotten, let college spirit rule,  
We'll join and give our loyal efforts  
For the good of our old school.

It's West Virginia, it's West Virginia,  
The pride of every mountaineer,  
Come on you old grads, join with us young lads  
It's West Virginia now we cheer! (rah! rah!)  
Now is the time boys to make a big noise  
no matter what the people say—  
For there is naught to fear, the gang's all here,  
So hail to West Virginia hail!

## MOUNTAINEER FIGHT SONG

Fight! Fight! Fight! Mountaineers—  
We're here to cheer for you  
Take that old ball down in the field—  
We're putting all our faith in you—  
Play that team right off its feet—  
You can't be beat we know—  
And when the game is through we'll cheer for you  
West Virginia, West Virginia, rah

## ALMA MATER

Alma, our Alma Mater, the home of Mountaineers,  
Sing we of thy honor, everlasting through the years,  
Alma, our Alma Mater, we pledge in song to you  
Hail, all hail, our Alma Mater, West Virginia U.!

WEST VIRGINIA UNIVERSITY  
Established February 7, 1867



 *add to your faith virtue, and to virtue knowledge.*

—2 Peter 1:5